

LEGAL NOTICE
EXAMINATION FOR CERTIFICATION AS ELIGIBLE FOR
APPOINTMENT TO POSITION OF POLICE PATROL OFFICER
RADNOR TOWNSHIP

NOTICE IS HEREBY GIVEN of a competitive examination to be conducted by the Radnor Township Civil Service Commission to establish an eligibility list from which candidates may be certified for possible probationary appointment as Police Officers. The 2018 starting salary for a newly appointed Police Patrol Officer with the Pennsylvania Act 120 Certification is scheduled to be \$68,877.00 per year. A full salary Police Patrol Officer base salary will be \$91,836.00 with a competitive benefit plan, inclusive of a retirement pension.

In order to satisfy the preliminary qualifications for examination, an applicant must: be a citizen of the United States; have reached their twenty-first (21st) birthday on or before the deadline for filing the application for examination; possess at the time of filing the application a diploma from an accredited high school or a high school equivalency certification; have completed Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission Act 120 training and thereby be eligible for certification by the Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission; be physically and psychologically able to perform the essential functions of a Police Patrol Officer, in accordance with requirements established by the Civil Service Commission and other applicable laws; be of good moral character; and possess a valid motor vehicle operator's license at the time of appointment.

All applicants shall submit with their completed applications the following documents: a photocopy of your driver's license; a photocopy of documentation certifying your high school diploma or equivalent; a photocopy of documentation certifying completion of Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission Act 120 training, or in the case of Pennsylvania State Troopers, documentation of completion of their Pennsylvania State Police Academy training; proof of citizenship (i.e. Birth Certificate, Passport); three (3) letters of reference; copy of MPOETC card if applicable; and if Veterans' Preference is being sought, a photocopy of your Honorable Discharge or DD-214 from the United States Armed Forces.

An applicant may be refused examination or, if examined, refused certification as eligible after examination, if he or she: is incapable of performing all the essential functions of the position with or without reasonable accommodation, is a habitual substance abuser, is guilty of any crime involving moral turpitude, or has been dismissed from public service for delinquency or misconduct in office.

The examination procedure for applicants meeting the above listed preliminary qualifications will consist of a written and an oral examination which will each be graded on a one hundred (100) point scale with the written examination representing fifty percent (50%) of the final score and the oral examination representing fifty percent (50%) of the final score. Only the applicants receiving a written examination grade of seventy-five (75%) or higher will continue in the application process and participate in the oral examination. A score of seventy-five (75%) or higher is necessary for passing the oral examination.

Applicants for the position of Police Patrol Officer will undergo a physical fitness test and must meet the relevant age and gender standard in connection with the physical agility test. Applicants failing to satisfactorily complete any part of said test will be disqualified from further participation in the hiring process. A comprehensive background investigation and a polygraph examination will be conducted on the top applicants to ensure a sufficient number of qualified applicants for each opening.

After a conditional appointment as a Police Patrol Officer, each candidate must submit to and pass medical and psychological examinations, including a drug screening. Any applicant who is found unable to perform, even with reasonable accommodations, the essential functions of a Police Patrol Officer, will be immediately disqualified from further consideration.

Any applicant entitled to Veterans' Preference points, pursuant to the Veterans' Preference Act, 51 Pa. C.S § 7104(a), and who qualifies as a "soldier" under this Act shall have ten (10) points added to his/her total score if he/she had received passing scores in all other areas of testing and qualification. Any applicant claiming veterans' preference shall be responsible for providing any and all relevant documents to the Commission.

The written examination and physical fitness test will be administered at the Radnor High School, 130 King of Prussia Road, Radnor, PA 19087 on Saturday June 30, 2018. The written examination will begin at 8:00 a.m. in the Cafeteria. For the applicants scoring seventy-five percent (75%) or higher, the physical fitness test will begin at 1:00 p.m. on Saturday June 30, 2018 at the Radnor High School. The oral examination will be held in accordance with a schedule to be established by the Civil Service Commission for applicants who pass the written examination and physical fitness test.

The official application package may be obtained on-line at www.radnor.com or in person at the Radnor Township Municipal Building (Police Department), 301 Iven Avenue, Wayne, PA, from 8:00 a.m. to 4:00 p.m., Monday through Friday. All applications must be returned *in person* accompanied with a check or money order for \$35.00 payable to Radnor Township.

All applicants appointed as a Police Patrol Officer who paid for their tuition to a Pennsylvania ACT 120 certified police academy within the previous five years from their appointment date will be reimbursed \$4000.00 at the successful completion of their probationary period, one year from the date of appointment. The Police Patrol Officer is responsible for providing all relevant documents to the Department.

Radnor Township is an Equal Opportunity Employer.

All applications must be returned by 12:00 noon on Friday, June 22, 2018 in person to Superintendent Christopher B. Flanagan or his designee at 301 Iven Ave., Wayne, PA 19087.

Civil Service Commission
Radnor Township
Bruce B. Wilson
Chair of Civil Service Commission

(Revised 2018)

**APPLICATION FOR
EMPLOYMENT**

**SWORN POLICE OFFICER
(PATROL OFFICER – ENTRY LEVEL)**

Township of Radnor
Civil Service Commission
301 Iven Avenue
Wayne, Pennsylvania 19087-5297
Phone (610) 688-5600
Fax (610) 688-1238
www.radnor.com

(Revised 2018)

DISQUALIFICATIONS

It is the policy of the Radnor Township Police Department to refrain from hiring applicants who have engaged in any of the conduct set forth on the list below. As a result, potential applicants are encouraged to carefully review this document prior to applying for employment with the Department. Furthermore, potential applicants should be on notice that their candidacy will not be considered for employment if they meet any of the following disqualifying criteria:

1. Has been convicted of DUI within the last five (5) years from the date of this application;
2. Has been convicted two (2) or more times for DUI regardless of ARD or any type of program;
3. Has had their driving privileges suspended or revoked within the past thirty-six (36) months from the date of this application;
4. Has received three (3) or more traffic violations on three (3) or more separate occasions within the past thirty-six (36) months;
5. Has ever been convicted of a M-1 or Felony;
6. Has ever been convicted of a crime involving domestic abuse;
7. For any reason cannot legally be entitled to carry a firearm;
8. Has on any occasion manufactured or delivered a controlled substance regardless whether charged or not;
9. Has sold any illegal drug including any unauthorized prescription drugs;
10. Has habitually used marijuana:
 - o Within the two (2) year period immediately preceding this application.
11. Has used methamphetamines, heroin, cocaine, crack cocaine, anabolic steroids, illegal inhalants, ecstasy, rohypnol or any other illegal non-prescription drug (except marijuana) on more than one (1) occasion or within the last ten (10) years from the date of this application;
12. Has on any occasion used phencyclidine (PCP) or LSD;
13. Has illegally used any controlled substance by injection;
14. Has used any illegal drug while employed in any law enforcement or prosecutorial agency, or while employed in a position which carries a high level of responsibility or public trust;
15. Has been discharged from any military service under less than honorable conditions including specifically:
 - o Under other than honorable conditions
 - o Bad Conduct
 - o Dishonorable; or
 - o Any other characterization of service indicating bad character.
16. Has been previously rejected (failed background investigation) for employment by this department;
17. Has ever given/administered an illegal substance to a person without their knowledge.

I, _____ (Name of Applicant), affirm that I do not meet any of the disqualifications listed above. I understand that false statements made herein are subject to the penalties of 18 Pa.C.S.A. § 4904, Relating to Unsworn Falsification to Authorities.

Applicant's Signature: _____ Date: _____

APPLICATION FOR EMPLOYMENT: SWORN POLICE OFFICER

TOWNSHIP OF RADNOR

Civil Service Commission
301 Iven Avenue
Wayne, Pennsylvania 19087-5297
Phone: 610-688-5600 * Fax: 610-688-1238
www.radnor.com

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Radnor Township considers applicants for police officer positions on the basis of merit and without regard to race, color, gender, religion, national origin, marital or military veteran status, sexual orientation, political party affiliation, or the presence of a medical condition or disability that, with or without reasonable accommodations, does not affect the applicant's ability to perform the essential functions of the position applied for.

Please read the following instructions carefully before filling out your application. The information you provide will be used to determine your qualifications for employment as a *Sworn Police Officer* of the Township of Radnor. It is important that you answer all questions on your application truthfully, fully and accurately. Failure to do so may delay consideration of your application and could result in disqualifying you from further consideration.

In addition, you must read the ***Legal Notice of Examination*** and other documents contained in this application package to become familiar with our application process and procedures.

Your completed application form, along with the records listed below, must be returned to and received by 12:00 noon, Friday, June 22, 2018, the Secretary, Civil Service Commission, as instructed in the official ***Legal Notice of Examination*** (unless requested, these records will not be returned):

- * Certified Copy of Discharge or Separation from military service, when applicable (DD-214);
- * Certified Copy of transcript of high school record (can be mailed in);
- * Copy of high school diploma (unless transcript states that you have graduated);
- * Copy of proof of graduation of Municipal Police Academy (ACT 120) or if applicable, Pennsylvania State Police Academy training (Applicant must be immediately certifiable as a Police Officer in Pennsylvania);
- * Three (3) Letters of Reference from persons other than relatives and previous employers who can attest to your moral character and fitness to be a police officer;
- * Proof of Citizenship (i.e. Birth Certificate, Passport);
- * Copy of Operator's License;
- * Copy of MPOETC card, if applicable.

Allotment of Additional Points. Any applicant entitled to additional points as a result of military service will receive 10 additional points. Points will be added to the applicant's total score. ****Please note** applicants claiming points must provide proof, satisfactory to the Commission, by submitting certified copies of each document.

All applicants returning a completed application will receive information on obtaining an ***Applicant Study Guide*** for the written examination. Photo Identification will be required when returning the completed application and to take the written examination.

We sincerely appreciate your time and your interest in a law enforcement career with the Township of Radnor.

{PLEASE TYPE OR PRINT LEGIBLY}

PATROL OFFICER – ENTRY LEVEL

Date of Application _____/_____/_____

Personal Information

Applicant's Full Name (Last Name, First Name, Middle Name)

Current Telephone Numbers:

(Home #)

(Office/Day #)

(Cell Phone #)

Current Residence (Number, Street, City, County, State, Zip Code)

Current Mailing Address (if different than Current Residence; if same, write "Same")

How long have you lived at this address? _____

If less than ten years, list places of residence for past ten years:

From (Mo./Yr.)	To (Mo./Yr.)	Address of Residence	City, State, Zip

Will you be at least age 21 by the advertised deadline for submission of this application? YES _____ NO _____

Have you ever applied for any other positions or been employed with Radnor Township? YES _____ NO _____

If Yes, give position(s) and date(s): _____

Have you ever worked as a sworn police officer? YES _____ NO _____

If Yes, give town(s) and date(s): _____

Have you been certified under Act 120 police officer training? YES _____ NO _____

If Yes, give date of certification: _____

Personal Information (continued)

Are you currently employed? YES _____ NO _____

If Yes, may we contact your current employer? YES _____ NO _____

Are you currently on "lay-off" status and subject to recall? YES _____ NO _____

Are you a U.S. Citizen?
YES _____ NO _____

Have you ever been convicted of or pled guilty to any violation of law, including military offenses?
YES _____ NO _____

If Yes, explain: _____

Have you ever been dismissed from employment for inefficiency, delinquency, or misconduct, or have you ever been permitted to resign to prevent dismissal? YES _____ NO _____

If Yes, explain: _____

Can you speak, read, or write any foreign languages? YES _____ NO _____

If Yes, explain: _____

Please list the names of any relatives (by blood or marriage) either currently employed by or serving as an elected or appointed official of Radnor Township (indicate their relationships to you):

Why are you interested in becoming a police officer for the Township of Radnor (feel free to use extra paper)?

Community & Leadership Activities

Please list professional, trade, business, and civic activities, including any offices held, and other positions and experiences that show your community involvement and your leadership and executive abilities:

{You may exclude affiliations that would reveal your gender, race, religion, national origin, ancestry, disability, or other protected status.}

Employment History

Starting with your present or last job, please list your employment history, explaining any gaps in employment. You may include any relevant job-related military service assignments, part-time jobs, and volunteer activities.

1. Employer Name & Address : _____

Telephone Number: _____ Dates Employed (from/to): _____

Job Title: _____ Supervisor's Name: _____

Reason for Leaving: _____

Describe Your Major Duties and Responsibilities: _____

2. Employer Name & Address : _____

Telephone Number: _____ Dates Employed (from/to): _____

Job Title: _____ Supervisor's Name: _____

Reason for Leaving: _____

Describe Your Major Duties and Responsibilities: _____

3. Employer Name & Address : _____

Telephone Number: _____ Dates Employed (from/to): _____

Job Title: _____ Supervisor's Name: _____

Reason for Leaving: _____

Describe Your Major Duties and Responsibilities: _____

Employment History (cont.)

4. Employer Name & Address : _____

Telephone Number: _____ Dates Employed (from/to): _____

Job Title: _____ Supervisor's Name: _____

Reason for Leaving: _____

Describe Your Major Duties and Responsibilities: _____

5. Employer Name & Address : _____

Telephone Number: _____ Dates Employed (from/to): _____

Job Title: _____ Supervisor's Name: _____

Reason for Leaving: _____

Describe Your Major Duties and Responsibilities: _____

6. Employer Name & Address : _____

Telephone Number: _____ Dates Employed (from/to): _____

Job Title: _____ Supervisor's Name: _____

Reason for Leaving: _____

Describe Your Major Duties and Responsibilities: _____

Education

Name and Location of Middle/Jr. High School Highest Grade Completed

Name and Location of High School Highest Grade Completed Year Diploma/GED Received

Name and Location of Undergraduate College/University No. Credits Earned

Major Course of Study Minor Course of Study Degree Received & Year

Name and Location of Graduate/Professional School No. Credits Earned

Major Course of Study Minor Course of Study Degree Received & Year

Name and Location of Municipal Police Academy Attended Graduation Date

Please describe any specialized training, honors, or extra-curricular activities you experienced:

Driving Record

Do you possess a valid Driver's License? YES _____ NO _____

If Yes, State _____ License # _____

Have you ever been the cause of any traffic accidents involving a fatality, bodily injury, or damage in excess of \$500.00? YES _____ NO _____

If Yes, explain: _____

Has your motor vehicle Operator's License ever been suspended or revoked? YES _____ NO _____

If Yes, when and why? _____

Have you ever been required to file proof of Financial Responsibility under the Pennsylvania State Motor Vehicle Regulations? YES _____ NO _____

If Yes, when and why? _____

Military Service

Have you ever served in any branch of the Armed Forces of the United States? YES _____ NO _____

If Yes, please complete the following:

Active Duty:

Branch of Service _____ Date of Enlistment _____

Highest Rank Attained _____ Date of Discharge _____

Name of Immediate Supervisor & Telephone Number: _____

Reserve Duty:

Branch of Service _____ Date of Enlistment _____

Highest Rank Attained _____ Date of Discharge _____

Name of Immediate Supervisor & Telephone Number: _____

Have you ever received a discharge other than Honorable? YES _____ NO _____

If Yes, explain: _____

List any special skills and training obtained: _____

* Are you Claiming Military Preference Points? YES _____ NO _____

ESSENTIAL DUTIES OF A RADNOR TOWNSHIP POLICE OFFICER

1. Running for several hundred yards at a time;
2. Climbing and jumping over obstacles (such as fences, hedges, etc.);
3. Crawling;
4. Pushing motor vehicles;
5. Pulling or carrying accident, fire, or crime victims;
6. Using reasonable physical force to apprehend and subdue suspects and arrestees;
7. Withstanding prolonged exposure, as long as 12-16 hours, to extreme weather conditions;
8. Withstanding prolonged periods of standing and sitting;
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes, or suicide;
10. Handling domestic disputes and other conflicts;
11. Professionally dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
12. Communicating effectively with individuals, using tact, firmness, and courtesy, as appropriate;
13. Operating a motor vehicle for long periods of time;
14. Using a firearm safely, accurately, and effectively;
15. Filling out written reports in a clear and concise manner; and
16. Effectively carrying out complicated written and verbal orders from superior officers.

I, _____ (print name of applicant), have reviewed the above list of essential job functions for a Radnor Township police officer.

Signature of Applicant

Date

Applicant's Acknowledgments

I hereby certify that all information provided in this application is true and correct, and I acknowledge that:

- * I hereby authorize investigation of all statements and information provided in this application and of my character and reputation in general, in arriving at a decision regarding this application for employment.
- * I have been furnished with a copy of the Legal Notice of Examination to fill position vacancies in the Radnor Township police department and hereby agree to abide with all of the conditions stated therein.
- * I agree, if appointed, to abide by all such rules and regulations and by any amendments thereto adopted, and by such administrative and disciplinary regulations of the police department and of the Township in general, as may be provided in the Employee Handbook, and as may from time to time be in force.
- * I understand that as part of this application process I am required to successfully pass, and I hereby agree to take: a competitive written examination, physical agility tests, an oral examination, a comprehensive medical examination (including screening for drugs), a psychological examination, a polygraph test, and an extensive background investigation, all prior to being placed as a probationary police officer.
- * Radnor Township furnishes newly hired police officers with badges, insignia, uniforms, ballistic vests, firearms, non-lethal weapons and other equipment necessary to perform their duties. A great deal of money is invested in hiring, training, and equipping new officers, a large portion of which is spent on custom-fit uniform clothing and ballistic vests. Officers who *voluntarily* terminate their employment during their probationary period with the Police Department shall be required to reimburse the township for the purchase price of all shirts, trousers, sweaters, coats, hats, ballistic vests, insignia, training items, and leather-gear which were provided to them. Reimbursement not to exceed \$3,000.
- * *All letters of reference must be turned in with the application.*
- * *I have received the information to obtain the Applicant Study Guide.*

Signature of Applicant

Date

Print Name

Verification

I, _____ (Name of Applicant), affirm that the application is completed truthfully and the facts on this application are true and correct to the best of my knowledge, information and belief. I understand that false statements made herein are subject to the penalties of 18 Pa.C.S.A. § 4904, Relating to Unsworn Falsification to Authorities.

Signature of Applicant

Date

PHYSICAL & PSYCHOLOGICAL FITNESS STANDARDS

The Civil Service Commission Rules and Regulations and the Administrative Code of the Township of Radnor require all applicants for any police officer position within the police department, as a condition of employment, to be physically and mentally fit for the performance of the duties as a police officer. Good physical and mental fitness are necessary for: protecting life and property; enforcing criminal and traffic laws; preventing such crime; preserving the public peace; apprehending person(s) suspected of having committed a crime; and carrying out the other duties and responsibilities of a police officer.

No applicant will be placed in any police officer position until a medical doctor appointed by the Civil Service Commission certifies that the applicant is free from any physical or mental disability that might incapacitate him/her from discharging the essential job duties and responsibilities for this position. An appointed police officer also must, as a condition of continued employment, maintain an acceptable level of physical and mental fitness throughout his/her active career. Such good fitness is beneficial to the officer, his/her family, and the Radnor Township Community, which the officer is appointed to serve. Failure to maintain satisfactory levels of physical and mental fitness will subject the appointed officer to, depending upon the nature and causes, referral for appropriate medical treatment and/or disciplinary action, up to and including termination of employment.

PHYSICAL AGILITY & ENDURANCE TEST STANDARDS

Prior to the oral examination, all applicants for a position in the police department are required to demonstrate their physical agility and endurance by successfully performing the minimum-level tests described below, within the prescribed time limits. These tests provide the Township with evidence of the applicant's ability to carry out his/her essential job duties and responsibilities. These physical fitness tests will be graded on a pass/fail basis for every applicant.

TESTING PROCEDURES

All applicants who qualify for the physical agility tests are required to sign a statement releasing Radnor Township and other testing parties from any liability for any injury incurred by the applicant in travelling to, from, and/or in participating in any of the physical agility tests.

TYPES OF AGILITY TESTS

Listed below are the specific physical agility and endurance tests that are administered to qualified applicants. All applicants for the position of Patrol Officer must meet the relevant age and gender standard for all four of the following requirements:

For males:

Event	Age 18 to 29	Age 30 to 39	Age 40 to 49	Age 50 to 59	Age 60 +
300 Meter Run	62.1	63.0	77.0	87.0	87.0
Bench Press*	0.93	0.83	0.76	0.68	0.63
Sit- ups	35	32	27	21	17
1.5 Mile Run	13:15	13:44	14:34	15:50	15:50

For females:

Event	Age 18 to 29	Age 30 to 39	Age 40 to 49	Age 50 to 59	Age 60 +
300 Meter Run	75.0	82.0	106.7	106.7	106.7
Bench Press*	0.56	0.51	0.47	0.42	0.40
Sit- ups	30	22	17	12	4
1.5 Mile Run	15:46	16:42	17:29	19:10	19:10

*For bench press, six attempts may be made to complete one repetition equal to body weight x ratio.

[NOTE: The above types of agility tests may be modified at any time at the discretion of the Civil Service Commission and/or under the Administrative Code of the Township of Radnor.]

WAIVER

PHYSICAL AGILITY TESTS RADNOR TOWNSHIP POLICE DEPARTMENT

I, _____ (Name of Applicant),
and my heirs, beneficiaries, estate, and assigns do hereby agree to hold harmless Radnor Township,
the Radnor Township Police Department, Radnor Township School District, and any employees
thereof for any injury or physical, psychological, or other defect or trauma sustained by me in
travelling to and from and in the course of performing *Physical Agility Tests* as part of my
application for possible appointment to the Radnor Township Police Department.

Signature of Applicant

Date

RADNOR HIGH SCHOOL

