



POLICE OFFICER APPLICANT PROCESSING PROCEDURE

The Police Officer applicant must fully complete the attached application in his/her own handwriting, obtain proper notarization and original signatures on required forms, and return the application and requested information and document copies, along with a check or money order in the amount of the **\$35.00** processing fee, made payable to the City of Williamsport, and return this application to the Williamsport City Human Resources Department on or before: **Friday, March 17th, 2023, at 4:00 p.m.**

GENERAL APPLICANT REQUIREMENTS

1. You must be a citizen of the United States of America.
2. All applicants must possess at the minimum, a high school diploma or a G.E.D. certificate at the time of application.
3. You must be 21 years of age, but not be older than 37 years of age, having not reached your 38th birthday, before the date of certification of the civil service list.
4. You must possess a valid motor vehicle operator's license.

AUTOMATIC DISQUALIFICATION

An applicant may not apply and will be disqualified for any of the following criminal behavior:

- Criminal conviction of Misdemeanor-2 or higher.
- Criminal conviction of any section listed in the Uniform Firearms Act, Brady Law, Megan's Law or any other federal law or amendment prohibiting possession of a firearm.

Any person convicted of any of the following in the past 36-month period will not be hired:

- Driving while license was suspended or revoked.
- Homicide or any assault with a vehicle.
- Failure to stop or report involvement in an accident
- Driving Under the Influence

Any conflicts with the Municipal Police Officer's Education and Training Commission Certification Standards.

ITEMS TO BE INCLUDED WITH THIS APPLICATION PACKET UPON SUBMISSION

- Photocopy of High School Diploma or G.E.D. Certificate
- Official certified college transcripts. All educational transcripts should be mailed directly to the police department in an officially sealed envelope from the school or attached to the application.
- Naturalization or Citizenship papers (if applicable)
- DD214 (if served in the military*).
- Name change documents
- Copy of MPOETC certification card or Act 120 Academy certificate (if applicable)
- MPOETC transcripts (if applicable)
- Current PA Child Abuse History Clearance obtained from the Pa Dept. of Welfare (Form CY 113)
- Photocopy of a valid driver's license.

*Qualifying veterans of military service will, upon successful completion of all portions of the hiring process, will receive additional points on their overall final score. In order to receive the additional points, all veterans must attach a copy of their DD214 to their application.



POLICE OFFICER TESTING PROCEDURE

Date & Time: **Saturday, March 25th, 2023 @ 8:00 am**
Location: **Williamsport Area High School**
Address: **2990 W. 4th St. Williamsport, PA 17701**

Applicants must provide a photo ID to be permitted into the testing site.

PART #1: PHYSICAL FITNESS TEST

Each applicant desiring appointment as a Police Officer must successfully pass all requirements of the physical fitness test established by the Municipal Police Officers' Education and Training Commission (MPOETC). These standards will be provided to each applicant with this application and are weighted by age and sex. Failure to meet the minimum physical fitness standard for any event will constitute automatic dismissal from the application process.

Academy Standards established by MPOETC

1. 1 Minute Sit-up
2. 300 Meter Run
3. 1 Minute Push-up
4. 1.5 Mile Run

Applicants must have previously submitted the completed and signed "Physical Fitness Test – Physician Form" with the application to participate in this phase. The applicant will not be permitted to participate in the physical fitness portion of the test without this requirement. In addition, appropriate physical training attire -- shorts or sweatpants, t-shirt or sweatshirt, track-suit, and/or running sneakers -- will be required.

PART #2: WRITTEN EXAMINATION

Applicants who successfully pass the Physical Fitness Test will be invited to participate in the written examination immediately after the physical fitness testing portion.

In the written examination, applicants will be required to demonstrate aptitudes and skills in accomplishing tasks that are representative of the duties of the position. The minimum passing score for the written examination is 70% in order to move on to additional testing and applicant processing. **ORAL INTERVIEWS** will be scheduled for a later date and time and applicants will be notified.



MEMORANDUM OF UNDERSTANDING

I understand that I am applying for the position of Police Officer with the Williamsport Bureau of Police.

I understand that there are certain requirements I must meet before I can be accepted into this position. I understand that I must participate in and cooperate with all aspects of the hiring process as conducted by the Williamsport Bureau of Police and/or WBP Civil Service Commission.

I understand that I must cooperate and submit to an extensive background investigation, which consists of the following areas of concern at a minimum:

- Review of my completed Personal History Statement
- Thorough criminal background check
- Thorough examination of prior employment
- Examination of my driving record
- Examination of my personal credit/financial report

I understand that as part of this process I may be asked to participate in an Oral Interview Board, which will evaluate my potential suitability for employment. This, in turn, may be followed by my completion of any or all of the following tests:

- Drug screening test
- Standard medical examination
- Physical agility tests
- Hearing test
- Psychological evaluation

The aforementioned tests will be administered in a manner selected by the Williamsport Bureau of Police. I understand that the results of the tests are the property of the Williamsport Bureau of Police and that I will not receive copies of the reports nor any information contained in them, except as it may relate to a serious condition discovered by the examining physician.

A final decision as to my suitability for employment will be made by the Williamsport Bureau of Police Administration and/or Williamsport Bureau of Police Civil Service Commission after all tests, in light of the requirements of the job, along with the previous information have been reviewed.

I agree to assist in the expedient conclusion of these reviews, tests, and examinations. I understand that successful completion of this process does not guarantee employment, only that I may be considered for a position(s) as they become available, pursuant to established rules and regulations of the agency and the Civil Service Commission.

I have read and understand the content and purpose of this Memorandum of Understanding.

I agree to abide by these requirements as a condition of employment with the agencies participating in the Williamsport Bureau of Police examination.

Signature of Applicant _____

_____ Date.



PHYSICAL FITNESS TEST - PHYSICIAN FORM

(To be completed and signed by the personal physician of the applicant.)

Listed below are the requirements as established by the Municipal Police Officers' Education and Training Commission (MPOETC) for the physical fitness test, which are part of the application process.

Will the applicant be able to take part in the following requirements? YES or NO (circle)

YES NO (CHECK THE FOLLOWING)

- ___ ___ #1 **300 Meter Run.** This test is a measurement of aerobic power. This sprint simulates the police officer's job in quick/fast pursuits, use of force incidents that are under 2 minutes, and all types of lifting and carrying. Score is based on age, gender and time.
- ___ ___ #2 **1 Minute Push-ups.** This test is a measurement of upper body muscular endurance, forcing a muscle group (primary: pectorals, deltoids and triceps) to exert force over a short period of time. This simulates a police officer's job in a use of force incident and in pushing/lifting something or someone. Score is based on age, gender, and number of repetitions.
- ___ ___ #3 **1 Minute Sit-ups.** This test is a measurement of abdominal muscular endurance and of the core body region. Muscular endurance of the core body is needed in use of force incidents, lifting/carrying, and dragging/pulling something or someone. the applicant will be required to perform as many sit-ups as possible in 1 minute. Score is based on age, gender, and number of repetitions.
- ___ ___ #4 **1-1/2 Mile Run.** This test is a measurement of aerobic power (cardiovascular endurance) and simulates a police officer's job in sustained pursuits and a use of force incident that is greater than 2 minutes. The applicant will be required to run non-stop for one and one-half miles. Score is based on age, gender and time.

Does the applicant have any pre-existing medical condition requiring continued or long-term medical treatment, or follow-up? ___ YES ___ NO

If yes, please explain:

Are you aware of any medical condition that the applicant may have that could be aggravated by the above listed requirements? ___ YES ___ NO

If yes, please explain:

Please list all currently prescribed medications:

DATE OF EXAM: _____

PHYSICIAN (SIGNATURE): _____

PHYSICIAN (PRINTED): _____

PRACTICE AND ADDRESS: _____

PRACTICE PHONE NO: _____



PHYSICAL FITNESS TEST – REQUIREMENTS

AGE	Male Standards		Female Standards	
	20-29	30-37	20-29	30-37
1 Minute Sit-up (Reps)	35	32	30	22
300 Meter Run (Time)	62.1	63	75	82
1 Minute Push-up (Reps)	26	20	13	9
1.5 Mile Run (Time)	13:15	13:44	15:46	16:42

Testing Order:

- TEST #1: 1 Minute Sit Ups
- TEST #2: 300 Meter Run
- TEST #3: 1 Minute Push-up
- TEST #4: 1.5 Mile Timed Run

This is a cumulative test. There is no “averaging” of scores.

Each event is pass/fail; thus, if one event is failed, then entire testing procedure is failed.