



CITY OF EASTON

PENNSYLVANIA

POLICE OFFICER

The City of Easton, Pennsylvania is seeking applicants for entry level police officer. This is a Civil Service employment category governed by applicable laws, ordinances, and regulations of the Commonwealth of Pennsylvania and the City of Easton.

The 2017 salary for probationary police officers is \$42,686 per year during Act 120 Certification training and \$53,090 per year upon successful completion of Act 120 Certification training in accordance with the Bargaining Agreement between the City of Easton and Washington Lodge No. 17, Fraternal Order of Police.

A fifty dollar (\$50) NON-REFUNDABLE application fee, paid ONLY by cashier's check or money order made out to: City of Easton, must be remitted at the time of application. Applications may be obtained on the City's website at www.easton-pa.gov/employment. Questions or requests for information should be sent to humanresources@easton-pa.gov. Return completed applications along with payment to: City of Easton Human Resources Department 123 S. Third Street, 3rd Floor, Easton, PA 18042. Due to the required application fee, no e-mail transmitted applications will be accepted. Deadline for receipt of completed applications is 4:00 p.m. Friday, September 8, 2017 at the above address.

ONLY THOSE PERSONS WHO HAVE SUBMITTED COMPLETED APPLICATIONS, TO INCLUDE EXECUTED RELEASE FORMS AND NOTARIZATIONS WHERE REQUIRED, ALONG WITH A PAID APPLICATION FEE BY THE DEADLINE OF 4:00 P.M. Friday, September 8, 2017 WILL BE ELIGIBLE TO PARTICIPATE IN THIS PROCESS.

A physical performance test will to be administered, regardless of weather, on Saturday, September 16, 2017. More Information will be sent to you regarding this test.

The Physician's release form and Informed Consent Form, included in the application, must be completed in order to participate in the physical agility test. Photo Identification (e.g., driver's license) will be required for admission to the physical performance test.

Persons passing the physical performance test will take a written examination on the same day, Saturday, September 16, 2017. Photo Identification (e.g., driver's license) will be required for admission to the written examination.

To apply for a position as a police officer a person must: be a citizen of the United States of America; be 21 years of age or older; be a high school graduate or possess a GED; and possess a valid driver's license. An applicant must not have been convicted of a misdemeanor 2 or greater in the Commonwealth of Pennsylvania or the equivalent of a misdemeanor 2 or greater in any other state. Successful applicants must pass the physical performance test; must pass the written examination; must pass the oral examination; must pass psychological testing; must pass a very thorough background investigation, including polygraph; and must pass the medical examination, including drug testing. Veteran's points will be administered in accordance with state and federal regulations.

The City of Easton offers a competitive salary and excellent benefits. We are an Equal Opportunity Employer. Please note that candidates must be eligible to work in the United States and that only qualified candidates will be contacted.

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CITY OF EASTON POLICE DEPARTMENT



PERSONAL DATA QUESTIONNAIRE FOR ENTRY-LEVEL APPLICANTS

READ THESE INSTRUCTIONS CAREFULLY PRIOR TO COMPLETION

This application consists of several sections: a questionnaire; a Notification Procedure Release; a verification; a general waiver; and a description of essential job functions. Every one of these sections must be completed in order for the City of Easton to accept the application as complete. Answer every question and leave no question unanswered. If the question does not apply to you, so state with DNA in the space provided for the answer to the question. All candidates will personally prepare this form. All entries, except the signature, must be printed legibly in BLOCK LETTERS. Entries must be typed or printed in either blue or black ink. If the space available for answering any question is insufficient, use the continuation page at the end of the application. To define each continued answer, precede each answer with the corresponding letter and number of the question to be answered (e.g., A-3, F-10, etc.). In compliance with The Americans with Disabilities Act of 1990, police applicants will not include any medical history information in this Personal Data Questionnaire.

In order to conduct a thorough and complete background investigation, the Background Information Questionnaire will provide extensive information concerning family, both immediate and extended, residence, military service, financial, and arrest/criminal record histories.

Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. Any candidate who intentionally makes a false statement or practices or attempts to practice, any deception or fraud in this application, in any examination, or in securing eligibility for appointment will be eliminated from the process.

PLEASE NOTE THAT ALL FIVE (5) BACKGROUND INVESTIGATION WAIVERS MUST BE SIGNED, AND ALL PAGES THAT REQUIRE A NOTARY PUBLIC SIGNATURE AND SEAL MUST BE COMPLETE PRIOR TO RETURNING THE APPLICATION.

Applicant's Name _____

Address _____

Telephone Number _____ Secondary Number _____

E-mail address _____

How did you hear about this test?	
_____ Newspaper	_____ Military Posting
_____ Police Academy Posting	_____ City of Easton Website
_____ College/University Posting	_____ Other Social Media
_____ Word of Mouth	_____ Other, Please specify below

A. Personal Data

1. _____
Last Name First Name Middle Name
2. Give any other names you have used or have been known by and a statement giving reasons.

3. Social Security Number _____
4. Present Address _____

5. Phone Number _____
6. _____
U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court

B. Education

1. List chronologically (most recent dates first) all schools, colleges, and training courses you have attended.

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

2. What college degree(s) or professional license(s) do you possess?

Major _____ Grade point average _____

Total credits achieved toward degree _____

Major _____ Grade point average _____

Total credits achieved toward degree _____

3. Other than English, what language(s) do you:

Speak _____

Read _____

Understand _____

Write _____

4. List any specialized training, and/or apprenticeships you have completed.

5. List any honors, awards, certifications you have received or achieved.

6. Identify any special job-related skills and/or other qualifications.

C. Military history

Branch	Start Date	End Date
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If you have ever served in the U.S. Armed Forces, attach a copy of discharge or separation papers.

Discharge/Release Yes No Category/Type _____

Current Status _____

Do you claim veteran's preference? Yes No

D. Employment

1. Current Employer:

Name/Company			
Street address	City/Town	State/Zip	(Area Code) Phone no.
Date hired	Supervisor		
Duties			

2. List below in chronological order, starting with the most recent, every place you have been employed. Give correct full addresses. State dates of idleness between periods of employment in proper sequence. Include all part-time employment.

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

3. Were you ever discharged or asked to resign from employment? _____ Yes _____ No
How many times? _____ Give details of discharge or forced resignations below.

Date	Name, address and phone number of employer
Immediate supervisor	Reason for discharge

Date	Name, address and phone number of employer
Immediate supervisor	Reason for discharge

Date	Name, address and phone number of employer
Immediate supervisor	Reason for discharge

Date	Name, address and phone number of employer
Immediate supervisor	Reason for discharge

4. Were you ever subjected to disciplinary action in connection with any employment?

_____ Yes _____ No

If yes, give details _____

E. Prior Criminal History

The following questions must be answered truthfully and completely. Remember that ANY omission, falsification or misstatement may be reason for elimination from this hiring process. You are also reminded that ALL statements will be investigated thoroughly by the City of Easton Police Department. The background investigation will include, but not be limited to, an extensive neighborhood background check, polygraph testing, urinalysis, etc.

1. Have you ever been convicted of any violation of the fish and game laws? ____ Yes ____ No
If yes, please provide the information below.

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

2. Have you ever been convicted of a violation of the disorderly persons act or city ordinance?
____ Yes ____ No If yes, please provide the information below.

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

3. Have you ever been convicted of any violation of the criminal law? ____ Yes ____ No

If yes, please provide the information below.

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

4. Has a protection from abuse or a similar restraining order been issued to you in any jurisdiction?

____ Yes ____ No If yes, when and where? _____

Explain circumstances _____

Has it been resolved or concluded? _____

F. Subversive Activity

1. Have you ever advocated the overthrow of our constitutional form of government, or to alter the form of the government by unconstitutional or unlawful means? _____ Yes _____ No

2. If your answer is YES to the above question, explain below.

G. Motor Vehicle History

1. Have you ever been convicted of a violation of the motor vehicle laws in this or any other state? (Exclude overtime parking violations). _____ Yes _____ No If yes, please provide information below.

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

2. Vehicle Operator's License

Give the following information concerning any vehicle operator's license you have held or now hold:

Type of License Number Issuing Authority Expiration

H. Other Information

1. Have you ever possessed any pistol permit, firearm permit, firearms ID card, firearms dealer license in this state or any other state under federal jurisdiction? Yes No

Permit Number _____

Firearms Dealer's License Number _____

Issuing Agency _____

2. Have you ever used any illegal drugs in the past ten (10) years? Yes No

If yes, state details. _____

3. Have you ever previously participated in the testing process for appointment to the Easton Police Department? Yes No If yes, list date(s) of written examination(s). _____

Has a background investigation ever been conducted on you by the Easton Police Department?

Yes No

4. Do you have any knowledge or information in addition to that specifically called for in the preceding questions which is or which may be relevant, directly or indirectly, in connection with an investigation of your eligibility and qualifications for the position of police officer with the City of Easton Police Department, including, but not limited to, knowledge or information concerning your character, temperance, habits, employment, education, subversive activities, family, associations, criminal records, traffic violations, residence or otherwise? Yes No

If yes, state details. _____

5. Have you ever applied for a position with any other governmental agencies? If yes, give details.

Vouchers (NOT TO BE SWORN MEMBERS OF THE EASTON POLICE DEPARTMENT OR ANY OTHER PERSON LISTED IN THIS APPLICATION)

Upon completion of this form, the applicant must obtain two reputable citizens (no relatives) who will vouch for the name, reputation, and ability of the applicant.

Before signing, the voucher should read carefully all statements made by the applicant. The voucher portion of the application should then be completed by the voucher and signature affixed.

I, the undersigned, declare that I am over eighteen (18) years of age, that I have personally known the applicant for at least one (1) year, and that I have read the whole of the foregoing application and believe all the statements herein to be true. I am not related in any way to the applicant. I will, upon request, give further facts concerning the applicant as I may possess.

*****ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL*****

VOUCHER ONE (Please print)

Name _____	Business Address, Area Code & Phone No. _____
Address _____	_____
City, State, Zip Code _____	Occupation _____
Area Code _____ Phone Number _____	How long have you personally known applicant? _____
Date of Birth _____	Is applicant of good character and reputation? _____

I, voucher one, have read the above, and I understand the requirements and conditions. I further attest that the information provided is true and accurate.

Date _____ Signature _____
(Sign in ink)

(Printed Name)

State of _____

County of _____

This information has been sworn to and subscribed before me this

_____ day of _____, 20_____

(Print name and title)

Signature (Sign in ink)

Notary Public Commission expires _____

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Vouchers (NOT TO BE SWORN MEMBERS OF THE EASTON POLICE DEPARTMENT OR ANY OTHER PERSON LISTED IN THIS APPLICATION)

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I, the undersigned, declare that I am over eighteen (18) years of age, that I have personally known the applicant for at least one (1) year, and that I have read the whole of the foregoing application and believe all the statements herein to be true. I am not related in any way to the applicant. I will, upon request, give further facts concerning the applicant as I may possess.

*****ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL*****

VOUCHER TWO (Please print)

Name _____	Business Address, Area Code & Phone No. _____
Address _____	_____
City, State, Zip Code _____	Occupation _____
Area Code _____ Phone Number _____	How long have you personally known applicant? _____
Date of Birth _____	Is applicant of good character and reputation? _____

I, voucher two, have read the above, and I understand the requirements and conditions. I further attest that the information provided is true and accurate.

Date _____ Signature _____
(Sign in ink)

(Printed Name)

State of _____

County of _____

Sworn to and subscribed before me this

_____ day of _____, 20_____

(Print name and title)

Signature (Sign in ink)

Notary Public Commission expires _____

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AFFIDAVIT AND CERTIFICATION OF APPLICANT

I certify that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I am aware that any misrepresentation of information supplied by me will result in my disqualification from the selection process. Further, I authorize the City of Easton to verify any and all information contained herein and to review any employment, education, financial, and criminal history, military, disciplinary and other records and information from any source as noted in the executed Authorization and Release form. In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also if employed, I am required to abide by all rules and regulations of the employer.

I have read this Certification and I understand and agree to the conditions imposed herein.

Date _____ Signature _____
(Sign in ink)

(Printed Name)

State of _____

County of _____

Sworn to and subscribed before me this

_____ day of _____, 20_____

(Print name and title)

Signature (Sign in ink)

Notary Public Commission expires _____

DO NOT WRITE BELOW THIS LINE

Signature of applicant made in presence of investigator

Date

Signature of Investigating Officer

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City of Easton Police Officers enforce laws, provide other services to their community and are expected to inspire public confidence in government by their position and allegiance to their oaths of office. The selection process is rigorous and tests applicants' physical and emotional fitness. You must meet minimum qualifications and satisfactorily complete each phase of the applicant investigation process to be selected for appointment as an Easton Police Department Police Officer.

You must seriously consider your own reasons for becoming an Easton Police Officer. Not every person is an appropriate candidate for this career. Frequently, officers go from long periods of inactivity to sudden situations causing significant physical and emotional stress. You will be placed in situations that will test your judgment, to include the decision to use deadly force. Our process attempts to ensure that applicants who may pose risks of injury to themselves or others will not be selected. You are personally responsible to consider the risks before proceeding.

Often, Easton Police Officers are exposed to situations that can lead to corrupt and/or unlawful behavior. We seek only those people whose histories reflect honesty, reliability, honor and responsible financial management. Public confidence depends on every officer possessing and exhibiting unquestioned integrity. All candidates will be given a polygraph examination to verify this aspect.

You will attend a certified police academy daily for about six months. In this time you will be taught the basic skills and knowledge required of patrol officers, and you will be subjected to examinations on each subject, which you must pass. You must also pass a firearms qualification course and an emergency vehicle driving course, and you will be required to achieve and maintain a high level of physical fitness that will be tested frequently during your academy assignment.

As an Easton Police Officer, you may be assigned to work in any part of the City of Easton. You will be required to work day and evening shifts. On occasion you will be required to work unscheduled overtime, and there will be times when you will have to attend court to testify on your normal day off or on a day when you are scheduled to work the evening shift. You will be compensated for shift work, overtime and court time; however, you must expect these occurrences if you accept employment.

An Easton Police Officer's essential job functions include, but are not limited to:

- Responds immediately to calls for service by motor vehicle or on foot to obtain or give information, enforce the law, provide timely assistance and make referrals to other agencies.
- Patrols by vehicle or on foot to deter crime, apprehend violators and assist other officers. The position may require walking or standing exposed to elements for extended periods.
- Observes and responds to traffic violations to maintain public safety.
- Enforces laws and ordinances impartially by warning or arresting violators.
- Prepares notes, reports and other documents using appropriate style and grammar to provide accurate and complete descriptions of reported incidents.
- Collects reports or data from appropriate sources to provide necessary information to the Office of the State's Attorney, Northampton County District Attorney and other governmental or law enforcement agencies.
- Clearly, concisely, honestly and professionally testifies in courts or other proceedings.
- Conducts preliminary or follow up crime and traffic accident investigations.
- Processes prisoners by properly fingerprinting, photographing, checking records and accurately preparing all charging documents to properly identify a defendant prior to release or incarceration.
- Administers appropriate first aid to stabilize an individual's condition until qualified medical assistance arrives.
- Interviews and interrogates to obtain information, statement, admissions or confessions.
- Secures and manages crime scenes to preserve evidence.
- Presents a professional appearance and maintains assigned equipment by practicing personal hygiene, wearing a clean uniform and caring for equipment to ensure proper operation. There are appearance codes and failure to follow them could result in suspension or termination.
- Conducts surveillance of people or locations to prevent crime or obtain information
- Controls crowds and demonstrations in order to maintain community peace and safety, to include wearing protective clothing or masks and standing in formation for long periods, often maintaining a neutral non- prejudicial mindset between two or more groups with opposing viewpoints or opinions on a topic.
- Communicates effectively and coherently by radio in routine and stressful situations.
- Makes arrests by command presence, verbal directions and as needed, using necessary force including pressure points, control holds, impact weapons or handcuffs to control suspects.
- Exhibits independent judgment to determine when there is reasonable suspicion to detain, probable cause to arrest or search, and the appropriate level of force to be used.
- Operates police vehicles at any hour in emergency or non-emergency situations to arrive safely and prevent injury to others.
- Pursues fleeing suspects on foot, which may include quickly exiting a police vehicle or include running, climbing, pulling, jumping, crawling or using physical force to gain entry through barriers to make arrests.

- Loads, unloads, aims and fires firearms from a variety of positions in various levels of light or darkness and in various types of weather for self-defense or the protection of others in accordance with established standards.
- Searches people, vehicles, buildings or outdoor sites for evidence or items that may pose a threat to the officer or others.
- Communicates effectively and coherently with people by giving and receiving information.
- Identifies and collects evidence at traffic accident or crime scenes to assist in investigations and prosecutions.
- Maintains professional demeanor, especially when enduring verbal abuse from antagonistic people in a hostile environment.
- Rescues by lifting, dragging, carrying, securing and evacuating people from accident scenes.
- Reads and comprehends a variety of documents, maps and reference materials to properly enforce laws, help others and comply with Department regulations.
- Directs traffic, which may require standing for extended periods in extreme weather conditions, using hand signals, flares, flashlight or whistle to ensure the flow of traffic, prevent accidents and deny access to dangerous locations.
- Being an Easton Police Officer is a profession and you will conduct yourself with professionalism at all times on and off duty.
- Working rotating shifts, holidays, weekends including nightshift and as a new officer you may be assigned steady nightshift for a period of time.
- The Easton Police Department is based on a community policing model, and our task and commitment is service to the community.
- Performing your job as a police officer in adverse weather conditions including extreme cold and heat.
- The police department works under a paramilitary structure and you will have to take orders from superior ranking officers.
- There may be days you will be very busy, and yet you have to keep a proper demeanor and professionalism at all times.
- The job may require you to run after a suspect, and utilize force tactics with them in order to subdue and affect an arrest.
- The job of a police officer is a physically demanding job and an acceptable level of physical fitness is required.
- You will be dealing with the lowest element of society at times, and you will see the best people at their worst, and the worst people at their best.
- Improper conduct and violations of law and departmental directives can result in discipline up to a dismissal.

- We invest a significant amount of money and time in training and equipment and if you choose to leave the service of the Easton Police department within two years, you are responsible for all non-recoverable costs of your employment.
- You may be asked to return for a re-interview if any questions arise out of the testing phase or background investigation.
- You may be required to use deadly force to protect your life or the life of another.
- You have a one year probationary period following completion of training academy, and the City has the right to dismiss at any time during this year **with or without cause**.
- You must multi-task effectively in critical situations under pressure (talk on radio, listen to the radio, drive an emergency vehicle, formulate a plan of action, etc...).
- You must interact professionally with a variety of people of all races, ethnic groups, religions, sexual orientations and views differing from yours and maintain impartiality and objectiveness in any action you take.

Having read the above, can you perform the essential functions and requirements for the City of Easton as a Police Officer, accept and understand them? By signing below, you also understand with the nature of police work, not all tasks or job functions can be anticipated and therefore may not be listed above.

Name

Signature of Applicant

Date



CITY OF EASTON

PENNSYLVANIA

NOTIFICATION PROCEDURE RELEASE

In the processing procedure required for applicants it may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with the City of Easton.

If conventional methods fail in attempting to contact the applicant a certified or registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the City of Easton Human Resources Department, in writing, of the address change. By affixing your signature to this form the applicant acknowledges reading and understanding the contents of this procedure.

Date

Signature



CITY OF EASTON

PENNSYLVANIA

PERSONAL INJURY WAIVER

I hereby release the City of Easton, Pennsylvania or any of its authorized representatives from any liability of damages for and physical injury that may result from performing the physical performance examination for the position of police officer.

Applicant's Name (Please print)

Date

Applicant's Address

Signature of Applicant

Witness' Name (Please Print)

Date

Witness' Address

Signature of Witness



CITY OF EASTON

PENNSYLVANIA

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____ (Name of Applicant), am presently applying for employment as a police officer with the City of Easton, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my potential, current, and former employers to include all pre employment background investigations be disclosed to the City of Easton.

By this release, I hereby authorize any representative of all of my potential, current and former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my pre employment and/or employment, records and history, and I further authorize the release of such information upon request to any representative of the City of Easton. I also authorize all potential, current, and former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those potential, current and former employers, by and to any duly authorized agent of the City of Easton, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all potential, current and former employers identified in my employment application to provide, and for the City of Easton to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting the City of Easton to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the City of Easton in determining my suitability for employment as a police officer. It is my specific intent to provide the City of Easton with access to personnel information, however personal or confidential it may appear to be.

I authorize all potential, current and former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all potential, current and former employers identified in my employment application, and, if applicable, their elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all potential, current and former employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively,

from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all potential, current and former employers identified in my employment application to release such information upon request of the duly accredited representative of the City of Easton, regardless of any agreement, written or oral, I may have made with the potential, current or former employer to the contrary.

In addition, I also give the City of Easton the right to thoroughly investigate my background, previous potential employment, previous employment, education and references in order to ascertain my suitability for service as a City of Easton employee. I release and hold harmless the City of Easton, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any potential, current and former employer will be used by the City of Easton in conjunction with employment procedures.

I understand that if a potential, current or former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the City of Easton may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of two years from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person, to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature

Date

Applicant's Printed Name

Notary Public



CITY OF EASTON

PENNSYLVANIA

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____ (Name of Applicant), am presently applying for employment as a police officer with the City of Easton, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my potential, current, and former employers to include all pre employment background investigations be disclosed to the City of Easton.

By this release, I hereby authorize any representative of all of my potential, current and former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my pre employment and/or employment, records and history, and I further authorize the release of such information upon request to any representative of the City of Easton. I also authorize all potential, current, and former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those potential, current and former employers, by and to any duly authorized agent of the City of Easton, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all potential, current and former employers identified in my employment application to provide, and for the City of Easton to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting the City of Easton to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the City of Easton in determining my suitability for employment as a police officer. It is my specific intent to provide the City of Easton with access to personnel information, however personal or confidential it may appear to be.

I authorize all potential, current and former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all potential, current and former employers identified in my employment application, and, if applicable, their elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all potential, current and former employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively,

from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all potential, current and former employers identified in my employment application to release such information upon request of the duly accredited representative of the City of Easton, regardless of any agreement, written or oral, I may have made with the potential, current or former employer to the contrary.

In addition, I also give the City of Easton the right to thoroughly investigate my background, previous potential employment, previous employment, education and references in order to ascertain my suitability for service as a City of Easton employee. I release and hold harmless the City of Easton, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any potential, current and former employer will be used by the City of Easton in conjunction with employment procedures.

I understand that if a potential, current or former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the City of Easton may disqualify me from further consideration for employment as a police officer.

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I agree to indemnify and hold harmless the person, to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature

Date

Applicant's Printed Name

Notary Public



CITY OF EASTON

PENNSYLVANIA

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

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Date

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CITY OF EASTON

PENNSYLVANIA

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CITY OF EASTON

PENNSYLVANIA

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Signature

Date

Applicant's Printed Name

Notary Public

Applicant Informed Consent Form

The undersigned hereby gives informed consent to engage in a series of procedures relative to taking a battery of exercise tests, and participating in a variety of physical activities. The purpose of this testing is to determine physical fitness, cardiovascular function, and health status. All exercise testing and physical activity sessions will be supervised and monitored by trained exercise technicians. These activities include walking, running, weight training, and callisthenic exercises performed in either field or gymnasium settings.

I am aware of the possibility that certain detrimental physiological changes may occur during exercise and exercise testing. These changes could include heart related illness, abnormal heart beats, abnormal blood pressure, and in rare instances, a heart attack. If abnormal changes were to occur, the staff has been trained to recognize symptoms and take appropriate action, including administering CPR and first aid.

I have read this form and understand that there are inherent risks associated with any physical activity and recognize that it is *my* responsibility to provide accurate and complete health/medical history information. Furthermore, it is my responsibility to monitor my individual physical performance during any activity and to alert the supervising exercise technician of any pain, discomfort or adverse effects I may experience.

I hereby waive and release PCPA, its testers, trainers, helpers and other participants and persons who will be assisting in this testing, whether employees of PCPA or independent contractors or consultants, and the owners of the locations where the testing is held, its officers and employees or agents from any and all liability of any nature for injury, damage or any other loss resulting from the testing and expressly assume the risk of such damage, injury or loss while engaged in any testing.

I give informed consent for testing data to be recorded to determine my state of physical readiness as it applies to the essential job functions of a Pennsylvania police officer.

Print Name: _____

Signature: _____

Date: _____



CITY OF EASTON

PENNSYLVANIA

Dear Physician:

In order for (print applicant's name) _____, an applicant for the position of police officer, to participate in the physical performance test, it is necessary for him/her to obtain clearance from a licensed physician. Please review the test guidelines attached to this form and sign the appropriate line below. Additional space is allowed for comments, including any limitations on applicant's participation.

All testing is monitored by certified fitness coordinators. A test event is ended when the applicant meets the requirement, i.e., if the standard is 25 push-ups, the test event ends when the applicant meets the standard. The test's events and battery are of a pass / fail type.

I have examined the applicant whose name is listed above.
The applicant **MAY** participate in Physical Performance Test.

Physician's Signature: _____

Physician's Printed Name: _____

Physician's Address: _____

OR

I have examined the applicant whose name is listed above.
The applicant **MAY NOT** participate in Physical Fitness Tests.

Physician's Signature: _____

Physician's Printed Name: _____

Physician's Address: _____

Comments: _____

Questions regarding this form or the Physical Fitness Tests shall be directed to: William Gibson, Physical Fitness Consultant, Pennsylvania Chiefs of Police Association, 3905 North Front Street, Harrisburg, PA 17110, wgibson@pachiefs.org or (717)579-7299.



CITY OF EASTON

PENNSYLVANIA

Physical Performance Test Battery

- The Physical Performance Test Battery consists of five exercise test events, immediately preceded by a warm-up session with intermittent rest periods to ensure the safety of the applicants.
- The Physical Performance Test Battery is designed to measure the cumulative effect on each applicant. Therefore, a failure on any one of the test events constitutes a failure of the entire Test Battery and will exclude the applicant from further processing.
- The Physical Performance Test Battery and Standards are detailed below along with a general explanation of each test event protocol:

Vertical Jump	15.5 Inches
Sit-ups	30 Repetitions in One Minute
300 Meter Run	66 Seconds
Push-ups	25 Repetitions
1.5 Mile Run	15 Minutes 54 Seconds

1. **Vertical Jump:** This is a measure of lower body explosive strength. This is an important part of any physical exertion scenario. Example: Vaulting or jumping during a pursuit.

The applicant stands directly under the horizontally aligned, half inch graduated blades of the Vertex Vertical Jump Tester. With their feet together, they begin by reaching up with one hand as high as possible keeping their heels flat on the ground. This establishes the applicant's base line reach height mark. From this mark, a measurement is made to fix the height of the standard mark. The vertical jump may be performed in one of two ways. The applicant may take a position with both feet squarely beneath them, bending down, and jumping straight up. The other method allows the applicant to keep one foot stationary, with the opposite foot step back or to the side, then stepping back to a square position, and jumping straight up. With either method, the applicant must reach up with one hand and touch the machines graduated blade set to the standard mark. The applicant has three valid attempts to reach the standard mark.

Physical Performance Test Battery (continued)

2. **Sit-ups:** This is a test of the muscular endurance of the trunk including the abdominal muscles and hip flexors. This is an important factor in a use of force scenario and minimizing lower back problems. Example: Gaining control of a suspect.

The applicant starts by lying on their back, knees bent at approximately 90°, feet flat on the ground, and their hands behind the head with their fingers interlaced. Their feet will be firmly held in place. For a repetition to be counted, the applicant must touch their knees with their elbows and then return to the lying position so that the shoulder blades touch the ground. During the exercise, the applicant may not raise their hips or “kip” and they may only rest in the “up” position. The required number of repetitions must be completed within one minute.

3. **300 Meter Run:** This is a measure of anaerobic power. This is an important factor in exerting short bursts of energy. Example: A foot pursuit.

The applicant must complete a 300 meter course in the required time. On a standard 440 yard track, this is approximately $\frac{3}{4}$ of the way around the track.

4. **Push-ups:** This is a measure of dynamic upper body strength. This is an important part of any dynamic physical exertion scenario. Example: Gaining physical control of a suspect or clearing a roadway.

The applicant starts in a kneeling position in order to set their hands, palms down on the ground, approximately shoulder width apart. The legs are then extended straight back with the feet together or up to six inches apart. The applicant flexes their arms at the elbow until the upper part of the arm (Humerus) becomes parallel to the ground. This is approximately three inches off of the ground. The applicant then returns to the up position with a straight or “soft lock” of the elbows. The applicant must remain in the straight plank position from their head to their heels. The applicant may only rest in the up position only. There is no time limit on this test event. No other part of the applicant’s body may touch the ground during the test event or they fail.

5. **1.5 Mile Run:** This is a measure of aerobic power or VO₂ max. This is the foundation for almost all physical tasks. Example: Use of force incident or administering one man CPR.

The applicant must complete the 1.5 mile course in or under the required time. On a standard 440 yard track, six laps must be completed. The applicant may not leave the running surface prior to successfully completing the course.



CITY OF EASTON

PENNSYLVANIA

Designated Residency Area

Persons hired who are not residents of the Designated Residency Area, at the time of hire, must become a resident of the Designated Residency Area not more than six (6) months from the satisfactory completion of their probationary employment period.

The designated residency area for bargaining unit employees shall be that which is encompassed by the southern boundaries of Northampton and Lehigh Counties, West and North, following Route 145 to Route 329 to Route 512 to Route 33 to Route 380 and east to the Delaware River. If a community is intersected by one of the aforementioned routes, the entire community shall be considered as in the designated residency area.

Directions to Cottingham Stadium (Physical Agility Test - Saturday, September 16, 2017)

If traveling from the West -- Exit Route 22 at the 13th Street Exit). Bear to the right at the end of the exit ramp onto 13th Street. Proceed straight to the first traffic light and turn left onto Northampton Street. Driving only 1 block on Northampton Street, turn left at the traffic light at the corner of 12th and Northampton Streets. Cottingham Stadium is on the right side of the street. Parking is available on the street or in a parking lot behind the stadium on Spring Garden Street.

If traveling from the East -- Exit Route 22 at the 13th Street exit and bear to the left crossing over Route 22. Proceed to the stop light and bear to the right onto 13th Street. Proceed straight to the first traffic light and turn left onto Northampton Street. Driving only 1 block on Northampton Street, turn left at the traffic light at the corner of 12th and Northampton Streets. Cottingham Stadium is on the right side of the street. Parking is available on the street or in a parking lot behind the stadium on Spring Garden Street.

If traveling from the North -- From Route 80 (east-west) take Route 33 South (exit 46A) approximately 25 miles. Exit Route 33 to Route 22 east. Exit Route 22 at the 13th Street exit. Proceed to the stop light and bear to the right onto 13th Street. Proceed straight to the first traffic light and turn left onto Northampton Street. Driving only 1 block on Northampton Street, turn left at the traffic light at the corner of 12th and Northampton Streets. Cottingham Stadium is on the right side of the street. Parking is available on the street or in a parking lot behind the stadium on Spring Garden Street.

If traveling from the South -- From the Philadelphia area, take the northeast extension of the Pennsylvania Turnpike northbound and exit for Allentown/Lehigh Valley on Route 22 east. Proceed on Route 22 east and exit Route 22 at the 13th Street exit. Proceed to the stop light and bear to the right onto 13th Street. Proceed straight to the first traffic light and turn left onto Northampton Street. Driving only 1 block on Northampton Street, turn left at the traffic light at the corner of 12th and Northampton Streets. Cottingham Stadium is on the right side of the street. Parking is available on the street or in a parking lot behind the stadium on Spring Garden Street.

Directions to Paxinosa Elementary School (Written Exam Saturday, September 16, 2017)

If traveling from the West -- Exit Route 22 at the 13th Street Exit). Bear to the right at the end of the exit ramp onto 13th Street. Proceed straight to the first traffic light and turn left onto Northampton Street. Paxinosa Elementary School is on the left side of the street. Parking is available on the street or in a parking lot behind Cottingham Stadium on Spring Garden Street.

If traveling from the East -- Exit Route 22 at the 13th Street exit and bear to the left crossing over Route 22. Proceed to the stop light and bear to the right onto 13th Street. Proceed straight to the first traffic light and turn left onto Northampton Street. Paxinosa Elementary School is on the left side of the street. Parking is available on the street or in a parking lot behind Cottingham Stadium on Spring Garden Street.

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REQUEST FOR VOLUNTARY SELF IDENTIFICATION

NAME: _____ TITLE OF POSITION DESIRED: _____

We are gathering the following information not for employment decisions but for recordkeeping in compliance with Federal regulations. This information will be kept separate from your Employment Application. Your responses are strictly voluntary and will help developing and monitoring our Affirmative Action Program.

If you choose not to answer any of these questions, you will not be subject to adverse treatment. If you choose not to "self-identify," however, we are required under Federal regulations to maintain, race, sex and handicap information on the basis of visual observation or personal knowledge.

The information you submit will be kept confidential.

This information is being requested on a voluntary basis and refusal to provide it will not subject you to any adverse treatment. Further, the information will not be used in a manner inconsistent with the Vietnam Era Veteran's Readjustment Assistance Act of 1974 and Section 503 of the Rehabilitation Act of 1973, as amended.

If you do not wish to furnish this information, please initial and date here:

Initial Date

Gender: Male Female

What is your race/ethnicity? (you may mark **only one** box)

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
- White (Not Hispanic or Latino):** a person having origin in any of the original peoples of Europe, the Middle East, or North Africa
- Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- Asian (Not Hispanic or Latino):** person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
- American Indian or Alaskan Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment
- Two or more Races:** all persons who identify with more than one of the above five races

Check all of the following that are applicable:

- Vietnam-Era Veteran:** Are you a veteran of the Vietnam Era? This means any individual who served on active duty more than 180 days between August 5, 1964 and May 7, 1975, and who was separated from military service with other than a dishonorable discharge; the active duty must have occurred in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or, for those who did not serve in the Republic of Vietnam, between August 5, 1964 and May 7, 1975.
- Special Disabled Veteran:** Are you a special disabled veteran? This means any veteran who is entitled to compensation for a disability (1) with a disability rating of 30 percent or higher; or (2) with a 10 or 20 percent rating if the disability has been classified as a serious employment handicap; or (3) discharged or released from active military duty because of a disability incurred or aggravated in the line of duty.
- Other Protected Veteran:** This is a veteran who served in the military, ground, naval or air service of the United States on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, other than Special Disabled Veterans or Vietnam-Era Veterans.
- Recently Separated Veteran:** This means a veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning in the date of such veteran's discharge or release from active duty.

Signature: _____ Date: _____