



## Instructions for Application to the City of Bethlehem Police Department

**\*\*\*Read ALL instructions prior to completing the application.\*\*\***

Note: Failure to provide all required information and documentation will be cause for dismissal and termination of the application. The application fee will be forfeited, no extensions will be granted.

Complete the application in accordance with the instructions below (the application may be completed on computer, typewriter, or hand printed). Upon completion, print the application and sign all pages where appropriate. The application must be delivered to the Human Resources Department, 10 E. Church St, Bethlehem, PA 18018. **Applications will be accepted beginning at 8:30 a.m., February 12, 2018. The application deadline is 3:00 p.m., Friday, March 23, 2018.**

**Copies** of the following information are to be submitted with the application packet. Only submit those items that are applicable. Do not send any resumes, certificates, awards, or any materials not mentioned below.

1. **Application Fee** – applicable to all, **non-refundable**. \$50.00 **certified check or money order** made payable to the “City of Bethlehem”. The City of Bethlehem **does not** accept personal checks, cash, or credit cards.
2. **Driver’s License** – applicable to all.
3. **Social Security Card** – applicable to all.
4. **Birth Certificate** – applicable to all.
5. **Naturalization Papers** – applicable only if the applicant is not a natural born citizen of the United States of America.
6. **High School Diploma** – applicable to all (if a G.E.D. was received include the certificate).
7. **College Diploma for all Degrees Received** – applicable to all who have completed a College Degree course and received at least an Associate’s Degree.
8. **Transcript for all College and Post High School Work** – applicable for all college and post high school courses regardless of whether a degree was received or not.
9. **Training Act Certification and Proof of 4,000 hours Police Service** – applicable where the applicant has fulfilled the requirements of the Pennsylvania Municipal Police Officers’ Training Act and have four thousand (4,000) active hours of experience as a Police Officer. Applicants shall provide Police Certification and a certified letter from the Human Resources Department of their current department, or multiple departments, documenting 4,000 hours of service.
10. **Military Separation Papers (DD-214)** – applicable for all military service. For Veteran’s Preference, the Veteran’s Preference Act only applies to members of the Armed Forces who have completed at least two years of active military service or six years of reserve military service and have received an honorable discharge.

I have read and fully understand these Instructions as well as the Application Instructions which follow.

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Print Name



## CIVIL SERVICE BOARD RULES AND QUALIFICATIONS FOR APPOINTMENT AS A POLICE OFFICER

REVIEW THE FOLLOWING INFORMATION TO ENSURE ELIGIBILITY TO APPLY FOR THIS POSITION.

- A. **Citizenship:** applicants must be a U.S. citizen and resident of the U.S. for at least five (5) years. If the applicant is foreign born, naturalization papers must be provided.
- B. **Age:** applicants must have arrived at twenty-one (21) years of age at the time of the application deadline. A copy of the applicant's birth certificate is required at the time of application.
- C. **Education:** applicants must have an Associate's Degree or a minimum of sixty (60) credits from not more than two (2) accredited institutions, colleges, or universities. A diploma is required for all degrees received. A transcript is required for all college/university programs.
  - a. The sixty (60) credit requirements may be waived if the applicant has fulfilled the requirements of the Pennsylvania Municipal Police Officers' Training Act and have four thousand (4,000) active hours of experience as a Police Officer.
  - b. The sixty (60) credit requirement may be waived if the applicant has two (2) years active military service and has an honorable discharge from such service. A "DD-214" is required for all military service.
- D. **Driver's License:** all applicants must possess a valid Driver's License at the time of application and appointment.
- E. **Character:** must be of a good reputation, moral character, and habits.
- F. **Application:** all applicants will be charged a \$50.00 registration fee at the time of application. This application fee is non-refundable. Any willful misstatement, falsification or concealment in respect to an application shall render the same null and void. Subject to the discretion of the Board, a person making such false application shall be prohibited from making any future application. Applications cannot be accepted from persons who have been convicted of a misdemeanor crime or greater, or from former Police Officers removed for cause.
- G. **Vouchers:** applicant must secure two (2) persons to vouch for his/her character. The persons may not be relatives of the applicant. The vouchers should be well acquainted with the applicant and have known him/her for at least one (1) year. The voucher must be signed by the applicant and notarized before submission to the Secretary of the Board.
- H. **Examination:** applicants are required to take and pass a written examination. A notice of when and where to appear will be sent by the Secretary of the Civil Service Board. Those ineligible will also be notified. Any applicant failing to appear for the examination will be removed from the list of applicants.
- I. **Disqualifying Factors for Initial Employment:** No person shall be eligible for employment in the Police Department if the individual has engaged in any of the following conduct:
  - 1. Failure to meet the general requirements of the position.
  - 2. Dishonorable discharge from any branch of military service.
  - 3. Lying or omission of information to a background investigator, polygraph operator or other Police Department employee, representative, or agent.
  - 4. Intentional falsification or omission of information on the employment application, polygraph screening booklet, or any other document used in the selection process.
  - 5. Cheating on any portion of any selection examination, or in any phase of the selection process.
  - 6. Criminal conviction of a second degree misdemeanor or more serious criminal offense.
  - 7. Criminal behavior, regardless of whether detected or prosecuted, as admitted by the applicant or established by competent evidence, of any felony (no time limit) or any first degree misdemeanor or more serious criminal offense (within five years of date of application).



8. Driving under the influence where the person has:
  - a. DUI conviction within five years of date of application.
  - b. Two or more DUIs (convictions or pending charges).
  - c. Note: "Conviction" includes a guilty plea, nolo contendere plea, verdict, acceptance of ARD or similar diversion disposition, negotiated plea to a lesser offense where chemical test result was .08% or greater and/or any chemical test refusal.
9. Manufacture, sale, delivery or distribution of any controlled substance.
10. Controlled substance use:
  - a. Marijuana/synthetic marijuana (K-2, Spice, etc.), or any medication prescribed to applicant and used for non-therapeutic purposes except where all of the following apply:
    1. No more than 25 uses under age 25.
    2. No use in three years preceding date of application.
    3. No use at age 25 or older.
  - b. Schedule I, II, or III controlled substances (excluding those listed above), anabolic steroids (regardless of source or knowledge of legality), or huffing or intentional use of any chemical or substance (including glue, cleaning products, bath salts, etc.) for any purpose for which it was not intended except where all of the following apply:
    1. No more than 3 uses under age 25.
    2. No use in five years preceding date of application.
    3. No use at age 25 or older.
  - c. Heroin, methamphetamine, LSD, or any injected controlled substance (excluding anabolic steroids).

**J. Eligibility List:** at least once every two (2) years, the current eligibility list will be cancelled and new examinations will be conducted for an entirely new list.

**K. Veterans:** any candidate who has completed at least two (2) years of active military duty or six years of reserve military service and have received an honorable discharge and who has successfully passed the Written Examination of the Civil Service Testing, shall have his/her score increased by ten (10) points.

Any questions regarding the application process may be directed to the City of Bethlehem Human Resources Department at 610-865-7015.

The Bethlehem Police Department is an Equal Opportunity Employer (E.O.E.)



## APPLICATION INSTRUCTIONS

**Read ALL instructions prior to completing the application.** Enter the information as requested. Answer ALL questions. Write N/A (Not Applicable) where a question does not pertain to you. Any questions regarding any portion of the application or instructions should be directed to the City of Bethlehem Human Resources Department at 610-865-7015. **Applications will be accepted beginning at 8:30 a.m., February 12, 2018. The application deadline is 3:00 p.m. March 23, 2018.**

Include your name on all documentation included with this application.

Incomplete applications will be cause for rejection.

### I. PERSONAL DATA:

- a. **Name**: Enter your name as it currently appears on all legal documentation such as driver's license, birth certificate and social security card.
- b. **E-mail**: Enter an E-mail address that you check regularly. Keep in mind, the application process may extend over the course of two (2) years, so do not use your school E-mail addresses. In the event this E-mail changes prior to being contacted for any additional stages of the application process, provide this information to the Human Resources Department of the City of Bethlehem. If you do not include an E-mail address, information will be sent via U.S. Mail.
- c. **Home Address**: Enter your permanent address. Do not use temporary addresses such as college addresses, summer residences or military appointments. Be sure you enter the address where you can be reached for any future stages of the application. Keep in mind the application process may extend over the course of two (2) years. In the event this address changes prior to being contacted for any additional stages of the application process, be sure to provide this information to the Human Resources Department of the City of Bethlehem. If you wish to include additional addresses, write them on a separate sheet of paper and attach it to this application.
- d. **Contact Phone**: This number may be a home phone number or a cell phone number. Enter the number in the space provided. Be sure you enter the phone number where you can be reached for any future stages of the application. Keep in mind the application process may extend over the course of two (2) years. In the event this number changes prior to being contacted for any additional stages of the application process, provide this information to the Human Resources Department of the City of Bethlehem. If you wish to include additional phone numbers, write them on a separate sheet of paper and attach it to this application.
- e. **Operator's License Number and State**: Enter your Driver's License Number/Operator's License Number and the state where the license was issued. Check the appropriate box with regards to your license status (valid or not).

### II. EDUCATIONAL INFORMATION:

- a. **High School Name, City and State**: Enter the name, city and state of the High School where you graduated. If you attended more than one high school, list these schools on a separate sheet of paper and attach it to the application.



- b. **Course of Study**: If your High School has a designation for your course of study, enter it here. Courses of study may include, but not be limited to, College Prep, Vo-Tech, Science, Performing Arts, etc. If you did not complete High School but earned a G.E.D., enter the last High School you attended and in the “Course of Study” section enter “G.E.D.”
- c. **Community College / Other Associate Degree Program**: Enter any Community Colleges, Trade Schools or other academic institutions where an Associate’s Degree may be awarded. Enter additional institutions on a separate sheet of paper and attach it to the application. Be sure to include all information as it appears on the application.
- d. **Degree Received or Credits Earned**: Check the appropriate box if you received a degree from this institution. If you did not earn a degree, enter the number of credits completed at this institution.
- e. **College / University**: Enter all colleges and universities attended starting with the institution most recently attended.
- f. **Course of Study**: Enter the course of study (major) as it appears on your degree and/or transcripts.
- g. **Degree Received or Credits Earned**: Check the appropriate box if you received a degree from this institution. If you did not earn a degree, enter the number of credits completed at this institution.

### III. MILITARY SERVICE

- a. Complete the section appropriately. Check N/A if you did not serve in the military.

### IV. REFERENCES

- a. Provide name, address and a daytime phone number for all references.

### V. EQUAL EMPLOYMENT OPPORTUNITY DATA

- a. Follow the directions and complete the information as it applies to you.

### VI. CIVIL SERVICE BOARD VOUCHERS AND THEIR CERTIFICATES

- a. Follow the directions and complete the information as it applies to you.
- b. Make sure you sign the bottom of the voucher and have it notarized.



## **BASIC POLICE APPLICATION INFORMATION**

The following information is a guideline of what is required and expected of applicants for the Bethlehem Police Department. This information, although thorough, is not all inclusive.

### **I. ELEMENTS OF THE SELECTION PROCESS:**

**A. Written Application** – consists of a six (6) page document gathering information on the applicant to determine eligibility and history. **Written applications will be accepted beginning at 8:30 a.m., February 12, 2018. The application deadline is 3:00 p.m., March 23, 2018.** The document requests:

1. Personal information including name, address, contact information, citizenship and driving information
2. Education information to include High School, Vocational & Trade schools, Community Colleges, Colleges/Universities, Graduate Schools and any other Post High School education
3. Military Service
4. Police experience
5. References
6. Civil Service Applicant Questionnaire
7. Civil Service Voucher
8. Survey for statistical gathering

### **B. Written Exam**

1. The written exam is scheduled for Saturday, April 28, 2018 at 9:00 am. Doors open at 8:00 a.m.
2. The exam will be held at the Liberty High School Cafeteria, 1115 Linden St. Bethlehem, PA, 18017.
3. The written exam consists of 100 questions relating to general knowledge, observation abilities, reading comprehension and legal knowledge. The exam is administered by McCann Associates, [www.mccanntesting.com](http://www.mccanntesting.com).

### **C. Physical Fitness Test (see Physical Fitness Test Battery)**

1. The physical fitness test will be administered on Saturday, June 2 and Sunday, June 3, 2018 at the Freedom High School athletic field (3149 Chester Ave., Bethlehem, PA 18020). Applicants will be advised of their specific date and time to appear.
2. Note: there is one test for application to the Bethlehem Police Department and a separate test for application to a Pennsylvania Police Academy. Both tests are explained below. For applicants who are Act 120 certified they will not have to take the academy test. The physical Fitness Test will be administered by Bill Gibson, Master Police Fitness Specialist, PA Chiefs of Police Association.

**D. Background Investigation** – The background investigation consists of an investigation conducted by the Criminal Investigations Division of the Bethlehem Police Department. Applicants shall complete a background questionnaire which will cover the following topics:

- |                                  |                              |
|----------------------------------|------------------------------|
| ➤ Personal information           | ➤ Education history          |
| ➤ Marital and family information | ➤ Criminal history           |
| ➤ Financial information          | ➤ Employment history         |
| ➤ Motor vehicle information      | ➤ General information        |
| ➤ Driving record                 | ➤ Law enforcement experience |
| ➤ Military service               | ➤ Polygraph questions        |



- E. Administrative Interview:** Applicants will be interviewed by the Bethlehem Police Department command staff. Applicants will be questioned about information gathered throughout the application process.
- F. Certification by Police Civil Service Board:** Information gathered from the application process is submitted to the Civil Service Board. The Civil Service Board then reviews the information and determines if the applicant will be certified or rejected for employment. Depending on the cause for rejection, applicants may reapply during the next testing schedule.
- G. Polygraph Exam:** Applicants will take a polygraph examination reviewing all information gathered during the application process and background investigation.
- H. Psychological Exam:** Applicants will take a psychological exam to evaluate their capacity for police work.
- I. Medical Exam:** Applicants will have a medical physical to determine their physical condition and eligibility for police work. The medical standards are the Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission standards. Additional information can be found at [www.mpoetc.state.pa.us](http://www.mpoetc.state.pa.us).

## 1. Physical Condition

- i. Applicants must be free from the addictive or excessive use of alcohol, drugs or illegal controlled substances which will be determined using current laboratory testing procedures.
- ii. Applicants must be able to withstand significant cardiovascular stress.
- iii. Applicants must be free from any debilitating conditions such as tremor, incoordination, convulsion, fainting episodes, or other neurological conditions which may affect the applicant's ability to perform as a police officer.
- iv. Applicants must be free from any other significant physical limitations or disabilities which would, in the physician's opinion, impair the applicant's ability to perform the duties of a police officer or complete the required minimum training requirements.
- v. Applicants cannot be missing any extremities, including digits, which would prevent performance of required police duties or meeting minimum training requirements.
- vi. Blood pressure, heart condition and lung capacity and performance must fall in the normal range.

## 2. Hearing

- i. The applicant must be able to distinguish a normal whisper at a distance of 15 feet. The test will be independently conducted for each ear, while the tested ear is facing away from the speaker and the other ear is firmly covered with the palm of the hand. The applicant is prohibited from using a hearing aid during the testing. If the applicant fails the whisper test, a decibel audio test is required.

## 3. Vision

- i. The applicant must have distant vision of at least 20/70, uncorrected, in the stronger eye, correctable to 20/20; and at least 20/200, uncorrected, in the weaker eye, correctable to at least 20/40; and must be free of any significant visual abnormality.
- ii. The applicant must also have normal depth perception and normal color perception.



**II. APPROXIMATE EXPECTED DURATION OF THE SELECTION PROCESS:** Approximately six (6) to twenty-four (24) months.

**III. POLICY ON REAPPLICATION:** Reapplication is permitted once the current eligibility list has expired. (Two year cycle, see Civil Service Rules)

This information is intended as a basic guide for police applicants. For more detailed information, consult the Civil Service Rules, or contact:

**Department of Human Resources  
City of Bethlehem  
10 East Church St  
Bethlehem, PA 18018  
610-865-7015**





## PHYSICAL FITNESS TEST BATTERY

- The Physical Fitness Test Battery consists of five exercise events, immediately preceded by a warm-up session with intermittent rest periods to ensure the safety of the applicants.
- The Physical Fitness Test Battery is designed to measure the cumulative effect on each applicant. Therefore, a failure of one event constitutes a failure of the entire Test Battery and will exclude the applicant from further processing.
- The Physical Fitness Test Battery and Standards are detailed below along with an explanation of each event protocol. The events are listed in the order in which they will be performed.

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

1. **300 Meter Run:** This is a measure of anaerobic power. This is an important factor in exerting short bursts of energy. Example: Pursuit Tasks.

The applicant must complete a 300-meter course in or under the required time. On a standard 440 yard track, the 300 meter line is 112 yards from the start / finish line or approximately  $\frac{3}{4}$  around the track.

2. **Sit-ups:** This is a measure 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 physical control of a suspect.

The applicant starts by lying on their back, knees bent at approximately 90°, feet flat on the ground, hands behind the head. Fingers must be interlocked. The feet are held in place while the applicant performs the required number of sit-ups. To be counted as a repetition, the applicant must touch the knees with the elbows and return to the lying position so that the shoulder blades touch the ground. During the exercise, the applicant may not raise the hips or kip and may only rest in the up position.

3. **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 his/her hands on the ground approximately shoulder width. After the exercise begins the hands may not move or change position. The feet can be together or up to six inches apart. The applicant lowers themselves until the mid-line of their chest touches the top of a fist or a three-inch block. This is equal to the humerus or upper part of the arm



# CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

DEPARTMENT OF POLICE

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becoming parallel to the ground. The applicant returns to the up position with straight line “soft lock” of the elbows. The applicant may rest in the up position only and must maintain a straight back from the head to the heels. No other part of the body may contact the ground.

- 4. **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 vertically aligned, graduated blades of a Vertex Vertical Jump Tester. With the feet together, they begin by reaching up as high as possible with the strong hand, keeping the heels flat on the ground. This establishes the applicant’s base mark. From this base mark, a measurement is then made in order to establish the height of the standard mark. The jump may be performed in one of two ways. Keeping one-foot stationary, the applicant may take one step to the side or backwards with the other foot, stepping in and jumping straight up. The applicant could elect to stand with both feet squarely beneath them, bending down, and jumping straight up. With either method, the applicant must reach up with one hand and touch the machines graduated blade set at the standard height. The applicant has three attempts to reach the standard mark.

- 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 scenarios and administering CPR.

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

Applicants who are not Act 120 Certified (or similarly certified as a Municipal Police Officer in another state) will be required to attend an approved Pennsylvania Municipal Police Officer’s Police Academy. In order to be accepted into the Academy applicants will need to successfully complete the standards below.

## PHYSICAL FITNESS STANDARDS FOR ACADEMY ENTRANCE

Prospective cadets for the police academy must pass a battery of physical fitness tests in order to be accepted into the Academy. The tests simulate the amount of exertion they can face on the job as police officers. Candidates must meet the following standards. A minimum standard of 2 minute rest to a maximum of a 10 minute rest will be given between tests. Tests will be run in continual sequence.

Age	Males					Females				
	20-29	30-39	40-49	50-59	60+	20-29	30-39	40-49	50-59	60+
300 Meter Run Time (seconds)	62.1	63	77	87	n/a	75	82	106.7	n/a	n/a
Bench Press (% of Body weight)	.93	.83	.76	.68	.63	.56	.51	.47	.42	.40
1 minute sit-ups	35	32	27	21	17	30	22	17	12	4
1.5 mile run	13:32	14:08	14:46	15:57	17:14	15:57	16:35	17:24	18:23	18:59