

BUFFALO VALLEY REGIONAL POLICE DEPARTMENT



POLICE OFFICER Application

Applicant's Name	Last:	First:	Middle:
Alias(es), Nickname(s), Maiden, Other			
Present Residence Address:	Street/City/State/Zip		
TELEPHONE #:	EMAIL:		
US Citizen: Native (Yes/No)	Naturalization No.	Date:	
	Palace:	Court:	
Prior Residence(s)	Street/City/State/Zip		

PERSONAL DATA

1. **Family:** List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, stepbrothers and stepsisters. Include any others with whom you have resided or with whom a close relationship existed or exists:

RELATIONSHIP	NAME	ADDRESS	CONTACT NUMBER
Father			
Mother			

2. **Vehicle Operator’s license:** Give the following information concerning any vehicle operator’s license(s) you have held or now hold:

TYPE OF LICENSE	NUMBER	ISSUING AUTHORITY	EXPIRATION

Have you ever had a license suspended or revoked? ___Yes ___ No (if Yes Explain)

3. **Conviction of Crime:** Have you ever been convicted of a misdemeanor, felony or greater criminal violation? ___ Yes ___No If yes, state the violation, court of jurisdiction, and date of conviction.

4. **Financial Status:** Do you have any income from any source other than your principal occupation? ___Yes ___No If Yes answer below questions.

How Much? _____ How Often? _____ The Source. _____

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Do you have or have you had any financial account(s) (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven (7) years:

Name and address of financial institution	Type of account

5. Past or Present membership(s) in organizations:

Name / Address	Type (Social, Fraternal, Professional, Etc.)	Office(s) held	Membership Dates	
			From	To

6. Subversive Organizations:

(Yes/No)

_____ Are you now or have you ever been a member of the Communist Party U.S.A. or any Communist organization anywhere?

_____ Are you now or have you ever been a member of a fascist organization?

_____ Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?

_____ Are you now associating with, or have you associated with, any organization of the type described above, as an agent, official, or employee?

_____ Are you now associating with, or have you associated with, any, individuals, including relatives, who you know or have reason to believe are or have been members of any of the organizations identified above?

_____ Have you ever been engaged in any of the following activities of any organization of the type described above: contributions(s) to, attendance at or participating in any organizational, social, or other activities of said organizations or of any projects sponsored by them; the sale, gift or distribution of any written, printed, or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held, also include dates, places, and credentials nor or formerly held. If associations have been with individuals who are members of these organizations, then list the individual(s) and the organization(s) with which they were or are affiliated.

7. Education:

A. List all elementary, junior high and high schools attended. Attach transcript from last high school attended.

School Name Address	Dates Attended	Years Completed		Graduated Yes / No
		From	To	

Are you a high school graduate? _____ yes _____ no _____ year
 (a) G.E.D. _____ year

Name of high school Graduated From _____

City/State of high school Graduated From _____

B. **Higher Education:** List all colleges or universities attended. Attach transcript from last institution.

School Name Address	Dates Attended	Years Completed		Graduated Yes / No
		From	To	

Major and Minor Courses:

Are you a college graduate? _____ yes _____ no _____ year

Name of college attended _____

City/State of college _____

(a) Approximate number of credits _____

8. **Act 120 Training:** ____ Yes ____ No Graduation Date: _____

Training Location: _____

Copy of Municipal Police Officer Training Act 120 Certificate must be attached at time of application submission.

9. Special Qualifications and Skills:

A. Indicate type of special license such (*for example pilot, radio operator, etc.*) showing licensing authority, where the license was first issued, and date of current license expires.

B. Special skills you possess and machines and equipment you can use. (*For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices*)

C. Approximate number of words per minute: Keyboard or typing # _____

Shorthand Skills: ____ Yes ____ No.

D. Special qualifications not covered in application: (*For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.*)

10. **Foreign Language:** Enter language and indicated fluency.

Language	Reading	Speaking	Understanding	Writing

11. **Foreign Travel:** Exclude trips of less than thirty (30) days to Canada or Mexico and travel as a direct result of U.S. military duties.

Dates	Country	Purpose of Travel

12. **Hobbies and Sports:**

Name of Hobby	Length of Participation	Level of Proficiency

13. Employment: Begin with your most recent job and list your work history for the past ten years, including part-time, temporary or seasonal employment, and all periods of unemployment.

From Date	Name & Address of Employer	Job Title	Why did you leave
To Date	Description of Duties		
Salary	Name of Supervisor	Names of Co Workers	

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If additional employer blocks are needed, please attach requested information on separate sheet.

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? ___ Yes ___ No

If yes, state reason in each case.

Employer	Action	Reason

If additional blocks are needed, please attach requested information on separate sheet.

Have you ever resigned after being informed your employer intended to discharge you for any reason? ___ Yes ___ No

If yes, explain, giving name and address of employer, approximate date, and reasons in each case.

Employer	Date	Reason

14. Military Status: Have you served in the U.S. Armed Forces? ___ Yes ___ No

If yes, attach photo static copy of discharge or separation papers.

Do you claim veteran's preference? ___ Yes ___ No

A. While in the military service were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? ___ Yes ___ No

If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheet to record this information.

B. Are you presently a member of a U.S. Reserve or State Guard organization? ___ Yes ___ No

If yes, complete the following:

Grade and Service Number: _____

Service and Component: _____

Organization and Station or Unit: _____

Address: _____

Status: _____

Reserve obligation, if any: _____

15. Character References: List only character references who have definite knowledge of your qualifications of the position of the application. List five (5) character references. (*Do not list relatives, former employers, or persons living outside the United States.*)

Name	Address	Home Phone	Work Phone	Years Known

16. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? ___ Yes ___ No. If yes, provide details.

17. Have you ever applied for a position with any other governmental agencies? ___ Yes ___ No.
If yes, provide details.

18. Remarks:

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith. Misrepresentations, omissions, or falsifications are subject to the penalties of 18 Pa. C.S.A. § 4904 relating to unsworn falsification to authorities.

Signature of Applicant

Date

Copy of Municipal Police Officer Training Act 120 Certificate must be attached at time of application submission if applicable.

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 Buffalo Valley Regional Police Department.

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

It is the applicant's responsibility to notify the Buffalo Valley Regional Police Department, in writing, of the address change. By affixing your signature to this form the applicant acknowledges that they have read and understood the contents of this procedure.

Signature of Applicant

Date

Waiver and Release for Background Investigation

I, _____, am presently applying for employment as a police officer with BUFFALO VALLEY REGIONAL POLICE DEPARTMENT, 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 current and former employers, be disclosed to the BUFFALO VALLEY REGIONAL POLICE DEPARTMENT.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of BUFFALO VALLEY REGIONAL POLICE DEPARTMENT. I also authorize all 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 former employers, by and to any duly authorized agent of BUFFALO VALLEY REGIONAL POLICE DEPARTMENT, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the BUFFALO VALLEY REGIONAL POLICE DEPARTMENT 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 BUFFALO VALLEY REGIONAL POLICE DEPARTMENT to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the BUFFALO VALLEY REGIONAL POLICE DEPARTMENT in determining my suitability for employment as a police officer. It is my specific intent to provide the BUFFALO VALLEY REGIONAL POLICE DEPARTMENT with access to personnel information, however personal or confidential it may appear to be.

I authorize all 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 former employers identified in my employment application, and, if applicable, then-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 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 former employers identified in my employment application to release such information upon request of the duly accredited representative of the BUFFALO VALLEY REGIONAL POLICE DEPARTMENT, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the BUFFALO VALLEY REGIONAL POLICE DEPARTMENT the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a BUFFALO VALLEY REGIONAL POLICE DEPARTMENT employee. I release and hold harmless the BUFFALO VALLEY REGIONAL POLICE DEPARTMENT, 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, regarding access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by the BUFFALO VALLEY REGIONAL POLICE DEPARTMENT in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the BUFFALO VALLEY REGIONAL POLICE DEPARTMENT 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 one year 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.

Date _____ Applicant's Signature _____

Date _____ Witness Signature _____

Physical Performance Test Battery

Buffalo Valley Regional Police Department

I, _____, as a physician for _____. a police applicant wishing to participate in the Police Officer’s Physical Fitness Assessment Test sponsored by the Buffalo Valley Regional Police Department, do hereby state that the aforementioned individual can safely perform the exercises as described below, which I have reviewed.

Print Name of Physician

Date

Physician’s Signature

- The Physical Performance Test Battery consists of four 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 Candidate. Therefore, a failure on any one of the test events constitutes a failure of the entire Test Battery.
- The Physical Performance Test Battery and Standards are detailed below along with a general explanation of each test event protocol:

Vertical Jump	15 inches
Sit-ups	28 repetitions in one minute
300 Meter Run	70.1 Seconds
Push-ups	24 Repetitions
1.5 Mile Run	15 Minutes, 55 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 foot pursuit.

The Candidate 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 established the Candidate’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 Candidate may take a position with both feet squarely beneath them, bending down, and jumping straight up. The other method allows 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 Candidate must reach up with one hand and touch the machines graduated blade set to the standard mark. The Candidate has three valid attempts to reach the standard mark.

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 Candidate starts by lying on their back, knees bent at approximately 90 degrees, 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 candidate 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 Candidate 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 Candidate 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 breaching a doorway.

The Candidate starts in a kneeling position 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 Candidate flexes their arms at the elbow until the upper part of the arm becomes parallel to the ground. This is approximately three inches off the ground. The Candidate then returns to the up position with a straight or “soft lock” of the elbows. The Candidate must remain in the straight plank position from their head to their heels. The Candidate may only rest in the up position. There is a one-minute time limit on this event. No other part of the Candidate’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 person CPR.

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