



Forty Fort Police Department

1271 Wyoming Avenue
Forty Fort, PA 18704



POLICE OFFICER EMPLOYMENT APPLICATION PACKET

NOTE: Resumes will not be accepted in lieu of completion of any part of this application

Completion of the Police Officer Employment Application Packet is the first step in the employment process. The information on these forms will be used to judge your qualifications for the position of police officer. Read all questions carefully and answer all questions completely and honestly.

You must complete this application packet yourself. Type or print the forms using a ball point pen. Do not leave any blank spaces. If a question does not apply, write "DNA" in the answer space. All information in this application is subject to verification. **Any false, misleading, or incomplete information will result in your application being eliminated from consideration.**

This packet contains the following forms:

- About Us Information
- General Requirements
- Outline of Benefits Provided
- Police Officer Employment Application
- Credit Information Release Form (Required by MPOETC)
- Pre-employment Drug Screen Consent Form (Required by MPOETC)
- Police Officer Position Description
- MPOETC Form LE-002 (Authorization and Release Form)
- MPOETC Form LE-003 (Waiver Form)
- Sample MPOETC Form MPO-210 (Physical Examination Form)
- Sample MPOETC Form MPO-211 (Vision Examination Form)
- Sample MPOETC Form MPO-212 (Psychological Examination Form)
- Sample Offer of Employment.

This employment packet and all required documents SHALL be delivered to the Forty Fort Borough Manager at the below address:

**Bonnie Arnone, Borough Manager
Forty Fort Borough
1271 Wyoming Avenue, 2nd Floor
Forty Fort, PA 18704**

Office Use Only:

Applicant Name: _____

Date received: _____ Received by: _____



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ABOUT US

Forty Fort is a borough in Luzerne County, Pennsylvania, United States. As of the census of 2000, there were 4,579 people, 1,989 households, and 1,261 families residing in the borough. Our neighbors are Wyoming (to the north), Plains Township (to the east), Kingston (to the south), and Swoyersville (to the west). Forty Fort hugs the western bank of the Susquehanna River just north of Wilkes-Barre. The Wilkes-Barre Wyoming Valley Airport, and the Wyoming Seminary Lower School are both located in the borough. Forty Fort Borough is approximately 1.6 square miles. The department is headquarters is in a historical building that has been recently remodeled. The department features a modern patrol area, supervisors' office, break room, holding and processing room, locker room, state of the art interview room, highly secure evidence room, and an office for the chief of police. Current staffing is six (6) full-time officers, two (2) part-time officers, and an administrative chief of police.

GENERAL REQUIREMENTS

- Applicant must have a diploma from an accredited high school or a GED.
- Applicants must be a US Citizen.
- Applicants must be physically and mentally fit to perform the duties of a police officer.
- Applicants must have reached your 20th birthday.
- Applicants must possess a valid Pennsylvania motor vehicle operator's license.
- Applicants must have completed Act 120 training and be eligible for MPOETC certification by the date of hire.
- A copy of DD214 must be included for Veteran's Preference consideration.



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SALARY & BENEFITS

ACCREDITED THROUGH PLEAC

- Become part of a professional, dedicated, experienced, proactive law enforcement team.
- Receive an Accreditation Stipend: \$6,000 annually, paid \$1,500 each quarter

COMPETITIVE PAY

- Starting Salary (2026): \$66,000
- Top Salary (2029): \$75,000
- Total Starting Compensation 2026: \$72,000

PREMIUM BENEFITS

- 10 Paid Holidays
- Holiday Pay:
 - Double time & a half if scheduled to work
 - 8 hours paid even when scheduled off
- Clothing Allowance: \$1,000 per year
- Military Buyback Program
- Longevity Pay:
 - Begins at 3% in year 5
 - Increases 1% every two years
 - Capped at 10%

COURT & OVERTIME PAY

- Court Pay:
 - \$55 per appearance
 - Full day's pay for appearances over two hours
 - Full day's pay if appearing at two separate venues
- Overtime:
 - Paid at time-and-a-half, or
 - Taken as compensatory time at your discretion
- Comp Time Flexibility:
 - Use in hourly increments or up to 8 hours for a full shift
 - No required minimums

FULL BENEFITS FROM DAY ONE

- Medical, Dental & Vision coverage begins immediately
- Medical Insurance Buyback: Up to \$6,000 annually



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EQUIPMENT ISSUED

- 2 Pairs of Pants
- 2 short sleeve shirts
- 2 long sleeve shirts
- Duty Belt
- Necessary holsters and pouches
- Glock 45, equipped with Aimpoint Acro Pro 2 red dot.
- Taser 7
- Motorola V700 Body Worn Camera
- Radio
- Outer carrier equipped with molle system
 - Ballistic plates/Body Armor
 - Riot Gear

The selection process is governed by the Municipal Police Officers Education and Training Commission (MPOETC) and Civil Service, and will include:

- Submission of an application, background investigation, written exam, physical agility test, panel Interview, offer of employment, physical examination, psychological examination.



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POLICE OFFICER EMPLOYMENT APPLICATION

Instructions

You must complete this application yourself. It may be printed in ink or typed. Your ability to completely and honestly complete this application is part of the process to determine your suitability for employment. If you intentionally leave out any information that might be detrimental to obtaining a job, such as past drug use or other crimes, it will automatically eliminate you from consideration for employment. The fact that you may have used drugs, committed a theft or another illegal act will not automatically eliminate you, but the omission of it during the application process will.

Once submitted, this application becomes the property of the Borough of Forty Fort.

Basic Personal Information

Name: _____
Last First Middle

Please list any other names that you have used: _____

Home Address: _____
Street City State Zip

Social Security Number: _____ E-mail: _____

Telephone: _____
Home Number Daytime Number Cell Number

Driver's License: _____
Number State Class/Type

Place of birth: _____
Street City State Zip

Eligibility

1. Are you at least 20 years of age? YES NO
2. Do you have a legal right to work in the United States? (Check one)
 - a. U.S. Citizen
 - b. Other (specify) _____
3. Are you currently a certified police officer in the State of Pennsylvania? YES NO
 - a. MPOETC NUMBER: _____



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4. Are you currently enrolled in the Act 120 Program? YES NO

a. Graduation Date: _____

5. Have you recently completed the Act 120 Program but are not yet Act 120 Certified? YES NO

6. Has your MPOETC police officer's certification ever been suspended? YES NO

7. If you answered Yes to # 6 yes, explain the circumstances on a separate sheet of paper.

8. Are you a commissioned/licensed police officer in another state of the U.S.? YES NO

9. If yes, when and where did you obtain your license? _____
MPOETC Training Academy or Department

Address City State ZIP Date

10. Have you applied for a position with Forty Fort Borough before? YES NO

11. If yes, when and previous position(s) applied for: _____

12. When could you begin employment? DATE: _____ After _____ working days'
notice to present employer.

Military Service

Please make copies of all applicable service records including any discharge papers and attach to this application.

Branch: _____ Serial Number: _____

Date of Service: _____ to _____ Reserve Status: _____

Type of discharge: _____ If not honorable, explain: _____

Grade and duty assignment at discharge/separation: _____

Are you a member of the Reserves or National Guard? YES NO

If yes, give unit, location, grade, and duty assignment: _____
Unit

Location Grade Duty Assignment



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Education

Please complete the information that applies and attach copies of your diplomas or copies of your course schedule and grades to the application.

If you did not complete high school, do you have a GED? YES NO

High School Name/City/State: _____

List formal education beginning with the most recent. Include college, vocational or business school, apprenticeships, military training, etc,

Name and Address of Post-Secondary School: _____

Dates attended _____ to _____ Major: _____

Did you graduate? YES NO Type of Degree: _____

Name and Address of Post-Secondary School: _____

Dates attended _____ to _____ Major: _____

Did you graduate? YES NO Type of Degree: _____

Specialized Skills and Training

Do you speak another language other than English? YES NO Fluent? YES NO

If yes, please list: _____

Briefly list any computer skills you have. If you have copies of any certificates for computer training you have received, please attach them to the application: _____

List any usernames for any social internet sites (Facebook, personal blogs, etc.) that you have an active or past account with: _____



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Briefly list any training or skills, including firearms, that would be of assistance in the job you are applying for. If you have any copies of certificates for any training, please attach them to the application:

Personal History

- | | |
|---|--|
| Do you know of any reason that you could not pass a background check? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever been fired or asked to resign from a job? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever received disciplinary action from an employer? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever stolen from an employer? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever committed a crime for which you were not arrested? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever assisted someone in committing a crime? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever falsified a police report? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever accepted money not to report a crime? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever slept on the job? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Has any driver's license issued to you ever been suspended or revoked? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever used, sold, or otherwise handled in an illegal manner any controlled substance? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever been bonded? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Have you ever been refused bond? | <input type="checkbox"/> YES <input type="checkbox"/> NO |



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Traffic, Civil Court, and Criminal Record

Please list your history of any traffic citations, any civil court actions in which you were or are a defendant, any arrests, convictions, and court actions. If additional space is needed, list on a separate sheet.

<i>Type of Case</i>	<i>Jurisdiction</i>	<i>City, State</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____

Financial Status

Have you ever declared bankruptcy? YES NO If yes, Date: _____

Circumstances: _____

NOTE: The Municipal Police Officers' Education and Training Commission (MPOETC) requires agencies to complete a thorough background investigation on all police applicants. One of the things that MPOETC requires is a Credit Check through Experian Consumer Credit Reporting Company. This is an online process and there may be a small fee you would have to pay but if hired Forty Fort Borough will reimburse you.

NOTE: A poor credit rating will not automatically remove you from the hiring process.



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Employment History

NOTICE: **Start with your current job, if employed, and list your past employment in reverse order.** Include all employment from high school to the present. Account for any time that you were unemployed by stating the nature of your activities. **If additional space is needed, list it on a separate sheet.**

Company: _____ Position: _____ PT FT

Address: _____ City: _____ State: _____, ZIP: _____

Dates, From: _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for Leaving: _____

Company: _____ Position: _____ PT FT

Address: _____ City: _____ State: _____, ZIP: _____

Dates, From: _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for Leaving: _____

Company: _____ Position: _____ PT FT

Address: _____ City: _____ State: _____, ZIP: _____

Dates, From: _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for Leaving: _____



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Employment History Continued...

Company: _____ Position: _____ PT FT

Address: _____ City: _____ State: _____, ZIP: _____

Dates, From: _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for Leaving: _____

Company: _____ Position: _____ PT FT

Address: _____ City: _____ State: _____, ZIP: _____

Dates, From: _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for Leaving: _____

Company: _____ Position: _____ PT FT

Address: _____ City: _____ State: _____, ZIP: _____

Dates, From: _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for Leaving: _____



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Residences

List all residences where you have lived during the past five years. Begin with your present address and work backwards. List the complete address including street number, street name, city, state, and zip code.

If additional space is needed, list it on a separate sheet.

<i>Date (From – To)</i>	<i>Address</i>

Personal References

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all the information requested.

Name	Address
Phone	Email

Name	Address
Phone	Email

Name	Address
Phone	Email



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Please Read Carefully Before Signing This Application

I declare that the foregoing statements are true and correct to the best of my knowledge and belief. I realize that falsification of any information on this application is grounds for disqualification. I further understand that any misrepresentation or omission of facts upon this application will be sufficient cause for cancellation and/or separation from Borough service if I have been employed.

Applicant Signature: _____

Date: _____

Witness Signature: _____

Date: _____

REQUIRED

The Forty Fort Police Department tests applicants as needed to fill vacancies. This is what will happen with your application.

1. Your application is reviewed to ensure you meet the minimum qualifications for a police officer position and for accuracy, legibility, and completeness.
2. If the application is accepted, you will receive a letter notifying you of acceptance.
 - Letters are not sent for rejected applications.
3. Your application will be placed on file until a test is scheduled.
4. All applicants on file will be notified by mail of the next test date.
5. Failure to appear on the scheduled test date disqualifies the applicant and their application will be discarded.
 - You must submit a new application for the next testing period.





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CREDIT INFORMATION RELEASE FORM

M.P.O.E.T.C. Requirement



Consumer Report Disclosure

By this document, the Borough of Forty Fort discloses to you that a consumer report is required by M.P.O.E.T.C. for employment purposes as part of the pre-employment background investigation. Please sign below to signify receipt of the foregoing disclosure.

Applicant Full Name (Typed or Printed)

Applicant Signature

Date

Witness Signature

Date

Consumer Report Authorization

This document shall authorize the procurement of a consumer report by the Borough of Forty Fort as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the Borough of Forty Fort to procure consumer reports at any time during my employment period.

Applicant Full Name (Typed or Printed)

Applicant Signature

Date

Witness Signature Required

Date



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PRE-EMPLOYMENT DRUG SCREEN CONSENT FORM

M.P.O.E.T.C. Requirement



- I, _____, as an applicant with the Borough of Forty Fort, Pennsylvania, consent to allow my blood, breath and/or urine to be tested for drugs. I further consent to allow the results of such testing to be released to the Borough of Forty Fort or its authorized agents or representatives.
Applicant Full Name (typed or printed)
- I hereby release the Borough of Forty Fort and its employees from any action that may arise out of results of such tests or information being released to the Borough of Forty Fort.

I understand that if I fail to sign and return this consent to the Borough of Forty Fort, Pennsylvania, my application will no longer be considered. I understand that if I test positive for any illegal substance, any offer of employment I have received will be withdrawn.

Applicant Signature

Date

Witness Signature Required

Date



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POLICE OFFICER POSITION DESCRIPTION

Each applicant is required to review the Position Description for Police Officer. By signing this form, you certify that you are aware of and capable of performing all of the requirements of the position of Police Officer with the Forty Fort Police Department.

JOB TITLE: Police Officer

ESSENTIAL FUNCTIONS:

1. Community Patrolling Activities

- A.** Serves as a liaison officer within the community responding to non-criminal public concerns assuring for safety and the best public relations for the Borough of Forty Fort.
- B.** Represents the department in continual interaction with various other social service agencies to combine all resources assuring for the best service to the community.
- C.** Establishes and maintains communication by the frequent use of personal contact with the community assuring for the best public relations for the Borough of Forty Fort.
- D.** Assists the offenders in finding social service agencies available.

2. Patrol Related Activities

- A.** Obtains assignment in a manner as to assure professionalism.
- B.** Assists with patrolling the borough, as needed, and conducts checks and monitors progress within the borough.
- C.** Responds appropriately to notification of incident/accident reports assuring for timeliness, professionalism, and for safety.
- D.** Completes reports and submits to supervisor as required, assuring for timeliness and accuracy.
- E.** Looks for law violations that require action. Informs appropriate individual or takes action as appropriate. Does necessary follow-up as required.
- F.** Determines when traffic stops for motor vehicle code violations are necessary and takes appropriate action.
- G.** Responds to requests from immediate supervisor in an accurate, complete and timely manner.

3. Requests for Service Activities

- A.** Receives assignments and responds as requested, assuring for professionalism and the best public relations for the Borough of Forty Fort.
- B.** Completes the required documentation of assignments as necessary assuring for accuracy and timeliness.
- C.** Responds to radio announced incidents, makes a determination regarding the emergency or non-emergency nature of the incident. Coordinates with other units as needed. Prioritizes calls based on importance.
- D.** Responds appropriately and notifies dispatcher of arrival on scene. Takes appropriate enforcement or control action as required assuring that department procedures are followed and assures for officer and public safety.



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- E.** Notifies dispatcher of status and begins investigation of offense.
- F.** Locates, gathers, and preserves possible evidence and maintains chain of custody in accordance with department policies.
- G.** Completes investigation, makes determination regarding enforcement action required and completes reports and documentation as required for timeliness and accuracy.

- H.** If needed, makes arrest and handles prisoners assuring for officer and public safety and assuring that department procedures are followed.
- I.** Conducts and completes any required follow-up activities.

4. Other Patrol Activities

- A.** Conducts nuisance violations and parking enforcement activities assuring for safety, professionalism and the best public relations for the borough.
- B.** Maintains an awareness of persons, who have outstanding warrants, maintains vigilance for such persons and serves warrants as required assuring for safety and professionalism, and for following prescribed policies and procedures.
- C.** Assists with emergency animal control and animal related complaints.
- D.** Responds to requests for assistance from other agencies assuring for professionalism and for adherence to department policies and procedures.
- E.** Maintains and safeguards vehicles and other department issued supplies and equipment.
- F.** Learns and maintains an awareness of all applicable department practices, policies, procedures, laws and rules.
- G.** Learns the geography and locations within the Borough of Forty Fort.
- H.** Spots trouble areas for the borough utilities (water leaks, traffic light problems, etc.)
- I.** If necessary, acts as supervisor, when necessary, through the chain of command.

5. Jail Related Duties

- A.** Books prisoners assuring that all laws, policies and regulations are followed and the safety of self, the prisoner and others is maintained. Enters all information into the appropriate data bases.
- B.** Completes all required documentation in accordance with department procedures (fingerprinting, property inventory, photographing, etc.)
- C.** Files prisoner information in the appropriate location assuring for accuracy.
- D.** Reports issues with holding facility as needed assuring for thoroughness and safety.
- E.** Readies prisoners for transport to and from jail, court or to other agencies.
- F.** Maintains line of sight with prisoners being detained on the holding bench while preparing arrest documents or while attending to other related duties.

6. Training and Court Duties

- A.** Attends training and completes mandatory continuing education to maintain certifications.
- B.** Develops training sessions for the police department personnel based on specialization areas.
- C.** Prepares documents and evidence for court proceedings when necessary.
- D.** Testifies and presents evidence before the court when subpoena received.
- E.** Transports prisoners to court as needed and follows orders of the judge pertaining to the behavior in court and disposition of prisoners.



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This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as assigned by their supervisor; subject to reasonable accommodation.

WORK ENVIRONMENT

- Above average accessibility of all work sites required for the position.
- Extreme exposure to weather and temperature extremes.
- Average exposure to chemicals and fumes.
- Average exposure to heights.
- Above average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above average exposure to dust.
- Above average exposure to loud noises.
- Above average exposure to darkness.
- Above average exposure to cramped spaces.

PHYSICAL EFFORT

- Above normal physical mobility: movement from place to place on the job, considering distance and speed.
- Above normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle office materials.
- Above normal physical strength to handle 150 lb. objects, considering frequency.
- Normal dexterity of hands and fingers.
- Normal physical balance: Ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.
- Above normal endurance.

KNOWLEDGE REQUIREMENTS

- Completed high school diploma or equivalent.
- Valid driver's license.
- Completed Act 120 basic law enforcement academy training.
- Must be at least 21 years of age, US citizen or authorized to work in the US. Non-convicted felon.
- Capable of MPOETC certification.

MENTAL EFFORT

- Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Above normal complexity of decision making.
- Normal time pressure of decision making.
- Normal analytical thinking.
- Normal conceptual thinking.



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COMMUNICATION

- Above-average verbal communication.
- Above-average written communication.
- Above-average non-verbal communication.

SENSORY ABILITIES

- Normal ability to see.
- Normal ability to distinguish colors.
- Normal ability to hear.
- Normal ability to smell.
- Normal sense of touch.

By signing this form, you certify that you can perform all of the requirements of the position of Police Officer with the Forty Fort Police Department.

Applicant Signature

Date

Witness Signature Required

Date



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COPIES OF THE FOLLOWING DOCUMENTS MUST ACOMPANY YOUR APPLICATION:

High School diploma or GED equivalency

College Diploma (if applicable)

Current PA Driver's license

Military Discharge (if applicable)

Act 120 diploma & grade transcript (if applicable)

MPOETC Police ID Card (if applicable)

The Following attached MPOETC Forms:

Waiver Form – Authorization & Release Form – Separation Record Form

FORTY FORT BOROUGH IS AN

EQUAL OPPORTUNITY EMPLOYER

All Forty Fort Police Officers must agree and take an oath to discharge the duties of a police officer with fidelity and, without consideration to a person's race, color, sex, religious creed, sexual orientation, age, national origin, ancestry, handicap or disability.

AFTER YOU HAVE COMPLETED THIS APPLICATION, MAIL IT OR TAKE IT TO:

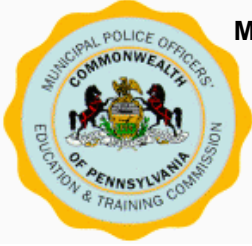
Bonnie Arnone, Borough Manager

Forty Fort Borough

1271 Wyoming Avenue, 2nd Floor

Forty Fort, PA 18704





MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION

8002 Bretz Drive

Harrisburg, Pennsylvania 17112-9748

<http://www.psp.pa.gov/MPOETC>

WAIVER FORM

REQUEST FOR SEPARATION RECORDS

The release of Separation Records to a prospective employing law enforcement agency when a conditional offer of employment has been made or to a law enforcement officer requesting their own record is authorized by 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). Requests for separation records must be in writing, accompanied by a Waiver Form signed by the applicant and an authorized representative of the law enforcement agency. A request by an officer for their records do not require an agency signature.

APPLICANT LAST NAME	APPLICANT FIRST NAME	APPLICANT MIDDLE NAME/INITIAL	TELEPHONE	
APPLICANT MAILING ADDRESS		CITY/BORO	STATE	ZIP CODE
APPLICANT SSN	APPLICANT DATE OF BIRTH	APPLICANT DRIVERS LICENSE NUMBER		

REQUESTOR

SELF	PROSPECTIVE EMPLOYING LAW ENFORCEMENT AGENCY (MUST PROVIDE DATE OF HIRE OR DATE EMPLOYMENT WAS OFFERED)	DATE OF HIRE/OFFER OF EMPLOYMENT		
LAW ENFORCEMENT AGENCY NAME (OR BLANK FOR SELF)	SIGNATURE OF AGENCY HEAD OR REPRESENTATIVE	PRINT NAME OF AGENCY HEAD OR REPRESENTATIVE		
AGENCY ADDRESS	CITY/BORO	STATE	ZIP CODE	

AUTHORIZATION TO RELEASE RECORDS

I hereby authorize the Municipal Police Officers' Education and Training Commission to release to the requestor all records retained by the Commission regarding my current or former employment as a law enforcement officer.

APPLICANT SIGNATURE	DATE
---------------------	------

COUNTY OF _____

On this, the _____ day of _____, _____ before me, _____,

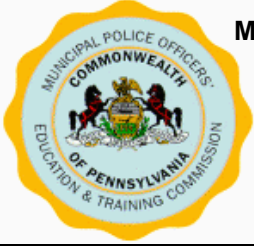
the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name and signature appear above, and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public

Printed Name: _____

My Commission Expires: _____



MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION

8002 Bretz Drive

Harrisburg, Pennsylvania 17112-9748

<http://www.psp.pa.gov/MPOETC>

AUTHORIZATION AND RELEASE FORM

REQUEST FOR EMPLOYMENT INFORMATION

The release of Employment Information to a prospective employing law enforcement agency during a background investigation is authorized by 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). Requests for employment information must be in writing, accompanied by an original Authorization and Release Form signed by an applicant and an authorized representative of the law enforcement agency.

OFFICER LAST NAME	OFFICER FIRST NAME	OFFICER MIDDLE NAME/INITIAL	TELEPHONE	
OFFICER MAILING ADDRESS		CITY/BORO	STATE	ZIP CODE
OFFICER SSN	OFFICER DATE OF BIRTH		OFFICER DRIVERS LICENSE NUMBER	

REQUESTOR

LAW ENFORCEMENT AGENCY NAME	SIGNATURE OF AGENCY HEAD OR REPRESENTATIVE		
AGENCY ADDRESS	CITY/BORO	STATE	ZIP CODE

AUTHORIZATION TO RELEASE RECORDS

I hereby authorize the law enforcement agencies listed below to release ALL employment and separation records related to my previous employment as a law enforcement officer to the requester as required in 44 Pa. C.S., Chapter 73.

AGENCY NAME _____

AGENCY NAME _____

AGENCY NAME _____

I hereby authorize the law enforcement agencies listed below to release ONLY those employment and separation records which are NOT protected by a confidentiality or non-disclosure agreement related to my previous employment as a law enforcement officer to the requester as required in 44 Pa. C.S., Chapter 73.

AGENCY NAME _____

OFFICER SIGNATURE	DATE
WITNESS SIGNATURE	DATE
WITNESS PRINTED NAME	TITLE



MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION
 8002 Bretz Drive
 Harrisburg, Pennsylvania 17112-9748
<http://www.psp.pa.gov/MPOETC>

SEPARATION RECORD FORM

SEPARATING LAW ENFORCEMENT OFFICER

OFFICER LAST NAME		OFFICER FIRST NAME	MIDDLE INITIAL
SOCIAL SECURITY NUMBER	DATE OF BIRTH	DRIVERS LICENSE NUMBER	

DETAILS OF SEPARATION

DATE OF HIRE		DATE OF SEPARATION	
AGENCY NAME	CITY/BORO	STATE	ZIP CODE

TYPE OF SEPARATION:

TERMINATION
 RESIGNATION
 RETIREMENT
 DECEASED (NO FURTHER INFORMATION REQUIRED)

CIRCUMSTANCES AND/OR REASONS FOR SEPARATION INCLUDE THE FOLLOWING (IF APPLICABLE):

DISCIPLINARY RECORD
 CIVIL AND/OR ETHICAL COMPLAINTS
 CRIMINAL CHARGES AND/OR CONVICTION

CONDITIONS OF SEPARATION ARE SEALED BY A COURT ORDER OR OTHER NON-DISCLOSURE ORDER AS NOTED BELOW:

COUNTY _____ CASE NUMBER _____

HIRING REPORT REQUIREMENTS

EMPLOYMENT RECORD RETAINED BY AGENCY INDICATES FINAL AND BINDING DISCIPLINARY ACTION OR CONVICTION FOR THE FOLLOWING CONDITIONS:

EXCESSIVE FORCE
 HARASSMENT
 THEFT
 DISCRIMINATION
 SEXUAL ABUSE
 SEXUAL MISCONDUCT
 DOMESTIC VIOLENCE
 COERCION OF A FALSE CONFESSION
 FILING A FALSE REPORT
 JUDICIAL FINDING OF DISHONESTY

AUTHORIZATION AND APPROVAL

I hereby certify the information contained on this form is true and correct and is consistent with the requirements of 44 Pa. C.S., Chapter 73 (relating to law enforcement background investigations and employment information). I am signing this document with the full understanding that providing false information will subject me to criminal penalties in 18 Pa. C.S., § 4904 (relating to unsworn falsification to authorities) and may subject me to civil liability as described in 44 Pa. C.S., Chapter 73.

NAME OF HEAD OF LAW ENFORCEMENT AGENCY OR (IF APPLICABLE) AUTHORIZED REPRESENTATIVE SUBMITTING THIS FORM

SIGNATURE	DATE
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