



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 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. Currently there are six (6) full-time officers, one (1) part-time officer, and an administrative chief of police. Officers are issued:

- Glock G45 MOS 9mm with 4-17 round magazines, Aimpoint ACRO P2 direct mount installed, and Ameriglo Non-tritium front and rear sights.
- AXON TASER 7 with holster.
- Bola Wrap
- Motorola Digital Radio
- Motorola/WatchGuard Body Worn Camera

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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BENEFITS

- Being part of a professional, dedicated, experienced, proactive law enforcement team.
 - **(Accredited through PLEAC)**
- Competitive salary with yearly raises.
 - Starting Salary - 90% of the full-time salary during the one-year probationary period, the 2025 salary for Patrolman is \$60,368.00. Full salary is achieved at completion of the one-year probationary period.
 - \$1,500 quarterly Accreditation Bonus for all Full-Time Officers
 - \$200 quarterly Accreditation Bonus for all Part-Time Officers
- 8-hour shift schedule – **non-rotating**
- Health Insurance:
 - Health insurance with employee contribution capped at 10%.
 - Any officer wishing to purchase individual & spouse (domestic partner) or individual & child shall contribute 10% of premium share plus 10% of the difference from individual coverage to the selected coverage. If the officer wishes to purchase family coverage, they shall pay 40% of the difference between individual and family coverage.
 - If opted out, an annual incentive payment of thirty (30%) of the premium realized by the Borough, one-half of such payment to be made in January and one-half in July capped at \$6,000.
 - Dental Insurance
 - Vision Plan
- Life Insurance - a term life insurance policy of forty thousand dollars with a double indemnity clause
- 8 compensated holidays per year.
- 6 personal days per year.
- 10 days of paid sick leave per year; with 50% buy-back when a maximum of 75 is reached.
- Vacation:
 - After 90 Days and up to and including 2 years – 1 Week Vacation
 - After 2 Years and up to and including 7 Years – 2 Weeks' Vacation
 - After 8 Years and up to and including 15 Years – 3 Weeks' Vacation
 - After 16 Years and beyond – 4 Weeks' Vacation
- Longevity - 1% for every three years of service, beginning in year six (6) capped at 10%.
- Initial Uniform Items provided, then \$800 per year uniform allowance (after first year)
- Body Armor provided every 5 years by contract
- Court Pay:
 - \$55.00 for any appearance not more than two hours
 - In the event the appearance exceeds two hours or is called upon for subsequent appearance in court on the same day, he shall be entitled to a full day's pay, even if the case is continued when the officer appears.
- Police Officer bill of rights outlined in collective bargaining agreement.
- Retirement at age 55 with 25 years of service.

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

<i>Address</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>	<i>Date</i>
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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

<i>Location</i>	<i>Grade</i>	<i>Duty Assignment</i>
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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? YES NO
- Have you ever been fired or asked to resign from a job? YES NO
- Have you ever received disciplinary action from an employer? YES NO
- Have you ever stolen from an employer? YES NO
- Have you ever committed a crime for which you were not arrested? YES NO
- Have you ever assisted someone in committing a crime? YES NO
- Have you ever falsified a police report? YES NO
- Have you ever accepted money not to report a crime? YES NO
- Have you ever slept on the job? YES NO
- Has any driver's license issued to you ever been suspended or revoked? YES NO
- Have you ever used, sold, or otherwise handled in an illegal manner any controlled substance? YES NO
- Have you ever been bonded? YES NO
- Have you ever been refused bond? YES 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: _____

REQUIRED

Date: _____

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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If required by M.P.O.E.T.C. , the following M.P.O.E.T.C. forms will be provided by the department later in the hiring process.

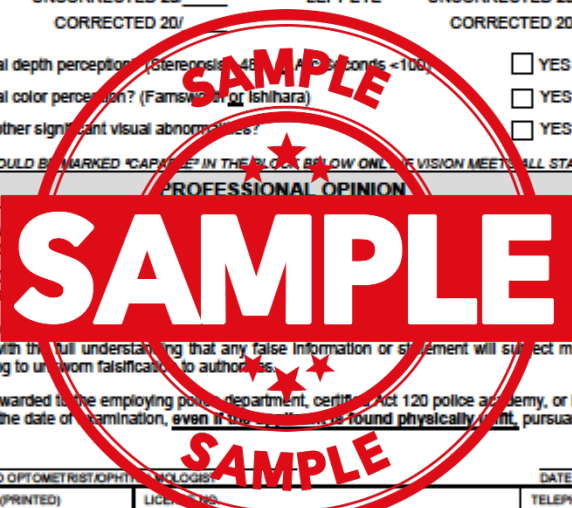


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MPO-211 (3/2018)			
 MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION 8002 Bretz Drive Harrisburg, Pennsylvania 17112-9748 http://www.psp.pa.gov/MPOETC			
VISION EXAMINATION This form is to be used by both municipal police officer applicants and police academy cadet applicants.			
THIS EXAMINATION MUST BE ADMINISTERED by a licensed optometrist or ophthalmologist who is licensed in Pennsylvania. This examination is to determine the physical fitness, specifically related to specific vision standards, of the applicant to be certified as a police officer in Pennsylvania. The applicant who you are about to examine is applying for certification and will be vested with a position of public trust.			
LAST NAME	FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS		CITY/BORO	STATE ZIP CODE
SOCIAL SECURITY NUMBER	DATE OF BIRTH	GENDER	DATE OF EXAM
VISION: The applicant must have 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; have normal depth perception and color vision, and must be free of any significant visual abnormality.			
RIGHT EYE		LEFT EYE	
UNCORRECTED 20/ _____		UNCORRECTED 20/ _____	
CORRECTED 20/ _____		CORRECTED 20/ _____	
Does the applicant have normal depth perception? (Stereopsis - 48" at 100" distance - <100)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Does the applicant have normal color perception? (Farnsworth or Ishihara)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is the applicant free from any other significant visual abnormalities?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
THE APPLICANT SHOULD BE MARKED "CAPABLE" IN THE BLOCK BELOW ONLY IF VISION MEETS ALL STATED REQUIREMENTS			
PROFESSIONAL OPINION			
<input type="checkbox"/> PHYSICALLY CAPABLE (Meets vision standards which are required by the Act)		<input type="checkbox"/> PHYSICALLY UNFIT (Does not meet the vision standards which are required by the Act)	
I hereby certify that the information in this report are true and correct, and that I am signing this document with the full understanding that any false information or statement will subject me to criminal penalties of Title 18, Crimes code, Section 4904, relating to unsworn falsification to authorities.			
This examination form must be forwarded to the employing police department, certified Act 120 police academy, or MPOETC by the optometrist or ophthalmologist within 15 days of the date of examination, <u>even if the applicant is found physically unfit</u> , pursuant to 37 Pa. Code § 21.11(4)(iv).			
SIGNATURE - PENNSYLVANIA LICENSED OPTOMETRIST/OPHTHALMOLOGIST		DATE	
OPTOMETRIST/OPHTHALMOLOGIST NAME (PRINTED)	LICENSE NO.	TELEPHONE NO.	
STREET ADDRESS	CITY/BORO	STATE	ZIP CODE
RELEASE OF PHYSICAL INFORMATION			
Having applied for certification/training as a police officer in Pennsylvania and having subjected myself to a vision examination by a licensed optometrist or ophthalmologist, as required by the Act, I reserve the right to have the data and conclusions of the physician remain confidential except to those whom I designate. Accordingly, I hereby authorize the optometrist or ophthalmologist named above to release all information related to my vision examination to the Municipal Police Officer's Education and Training Commission (MPOETC) AND to any additional police departments and/or academies listed below, for purposes consistent with the application process pursuant to this Act. No other release of this information, explicit or implied, is granted at this time.			
NAME OF MUNICIPAL POLICE DEPARTMENT AND/OR CERTIFIED ACT 120 ACADEMY (Print)			
ADDRESS	CITY	STATE	ZIP CODE FAX EMAIL
SIGNATURE - APPLICANT		DATE	






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MPO-212 (4/2021) SUPERCEDES ALL PREVIOUS VERSIONS OF THE MUNICIPAL POLICE OFFICER PSYCHOLOGICAL EXAMINATION FORM.



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

PSYCHOLOGICAL EXAMINATION

This form is to be used by both municipal police officer applicants and cadet applicants seeking entry to a training academy.

NOTICE AND INSTRUCTIONS TO EXAMINING PSYCHOLOGIST

THIS EXAMINATION MUST BE ADMINISTERED BY A LICENSED PSYCHOLOGIST WHO IS LICENSED BY THE PENNSYLVANIA STATE BOARD OF PSYCHOLOGIST EXAMINERS. THIS EXAMINATION IS TO DETERMINE THE PSYCHOLOGICAL FITNESS OF THE APPLICANT TO BE CERTIFIED AS A POLICE OFFICER IN PENNSYLVANIA. THE APPLICANT WHO YOU ARE ABOUT TO EXAMINE IS APPLYING FOR CERTIFICATION AND WILL BE VESTED WITH A POSITION OF PUBLIC TRUST. HE/SHE MAY, AT SOME FUTURE TIME, BE REQUIRED TO EXERCISE SIGNIFICANT PHYSICAL STRENGTH AND UNDERGO HIGH EMOTIONAL STRESS.

LAST NAME			FIRST NAME			MIDDLE INITIAL		
STREET ADDRESS				CITY/BORO		STATE		ZIP CODE
SOCIAL SECURITY NUMBER			DATE OF BIRTH		GENDER		DATE OF EXAM	

INTERVIEW AND HISTORY

The psychologist must individually interview the applicant and obtain a written typed record of the individual interview that addresses each of the areas listed below. Provide details and explanations of any positive findings of criminal and/or psychological history.

- PERSONAL, EDUCATIONAL, AND EMPLOYMENT HISTORIES
- MENTAL HEALTH STATUS AND HISTORY (CURRENT AND/OR PAST COUNSELING, DIAGNOSES, PSYCHOTROPIC MEDICATION USE, PSYCHIATRIC HOSPITALIZATION IN SPECIALTY OR GENERAL HOSPITAL, ETC.)
- CRIMINAL HISTORY TO INCLUDE VIOLATIONS

Failure to address all required topics will result in disqualification.

Required Personality Test – The applicant shall be administered a full length, current standard form of the Minnesota Multiphasic Personality Inventory (MMPI-3 or MMPI-2-RE) by the licensed psychologist or parapsychologist employed by and under the direct control and supervision of the licensed psychologist. Individual scores must be provided in the attached tables. Explanation must be provided in the report for any scale above 65T or any job relevant scale elevations.

SELECT ONE OF THE FOLLOWING: **MMPI-3** **MMPI-2-RE**

SCALE NAME	F	L	K	CNS	EID	THD	PSY	RC1	RC2	RC4	RC6	RC7	RC8	RC9	
T SCORE															
SCALE NAME	ARX	ANP	SUB	IMP	AGG	CYN	SFI	DOM	DSF	SAV	AGGR	PSYC	DISC	NEGE	INTR
T SCORE															

RELEVANT MMPI SUBSTANTIVE SCALES

THE EXAMINING PSYCHOLOGIST SHALL DETERMINE THE APPROPRIATE SUBSTANTIVE SCALES AND RECORD THE CHOSEN SCALES AND "T" SCORE AND SCALE NAME BELOW.

SCALE NAME															
T SCORE															



Forty Fort Police Department

1271 Wyoming Avenue
Forty Fort, PA 18704



FORTY FORT POLICE



Conditional Offer of Employment

Dear _____ :

You have progressed to the next level in the selection process for _____-Time employment to the Forty Fort Borough Police Department. At this time, we would like to extend to you a **CONDITIONAL AND CONTINGENT OFFER** of probationary employment for the position of police officer in the Forty Fort Borough Police Department. This letter sets forth the basic terms and conditions of your employment.

This offer of employment is both conditional and contingent.

The purpose of this letter is to explain the limitations of the **CONDITIONAL AND CONTINGENT OFFER**.

Before the start of your employment with the Forty Fort Borough Police Department, it is very important for you to understand and agree to the terms of that employment. Please review the terms set forth in this letter carefully, and do not hesitate to make inquiries where necessary. If you have any questions, contact me directly.

CONDITIONAL OFFER

A final offer will be extended to you once you complete your probationary period if, and only if, you satisfy the terms and conditions of the conditional offer of employment as listed herein.

TERMS AND CONDITIONS

By signing this letter, you agree to the following terms, and you must meet each of the following **TERMS AND CONDITIONS**:

- A. *Attain at least a satisfactory average score on the battery of psychological tests;*
- B. *Successful completion of fitness testing and a medical examination, which shall include a medical history and a drug screen test.*
- C. *Successful completion of an applicant background investigation, which includes any follow-up questions which may arise from the medical and/or psychological examinations, and*
- D. *If applicable, the successful completion of the Pennsylvania Municipal Police Training Academy.*



Forty Fort Police Department

1271 Wyoming Avenue
Forty Fort, PA 18704



ADDITIONAL INFORMATION

- A. Your effective start date will be _____, 20_____.
- B. As per the Civil Service requirements, you will serve a one (1) year probationary period.
- C. The current starting salary for your first year of service will be the annual salary balance of the 20_____ rate: 90% of \$_____ (\$_____); and then from the beginning of 20_____ until _____, 20_____, 90% of the annual balance of the 20_____ salary of \$_____ (\$_____). After _____, 20_____, you will be moved to 100% of the full-time patrol officer's salary if you successfully complete the one-year probationary period.
- D. You will receive ALL the normal benefits as listed in the _____ - _____ Contractual Agreement and any additional Memorandums of Understanding (MOU) between the Forty Fort Police Bargaining Unit and Forty Fort Borough.
- E. Uniform:
 - a. You will receive, (1) Outer Vest Carrier; (1) Bullet Proof Vest (If needed); (2) Long Sleeve Uniform Under-Shirts; (2) Short Sleeved Uniform Under-Shirts; (2) Pair Uniform Pants; (1) Philly Crushed Police Hat w/Hat Badge; (1) Winter Jacket; (1) Wallet w/Badge, (1) Shirt Badge, (1) Nametag; (1) set of Collar Pins, _____, and in return:
 - i. You agree to complete one (1) full year of employment as a full-time police officer with Forty Fort Borough **after** the successful completion of the probationary period. Therefore, the earliest you would be able to voluntarily separate from the department without penalty is _____, 20_____.
 - ii. If you fail to complete one (1) full year of employment after your probationary period ends, you agree to reimburse Forty Fort Borough the full amount of the actual cost to supply you with the uniform items listed above, minus the two badges.
- F. You will receive an \$_____ .00 clothing allowance effective _____, 20_____, and each year after will be the amount listed in the Contractual Bargaining Agreement.
- G. You will receive all other benefits as listed in the contractual bargaining agreement, until such time a new contract takes effect.

EQUIPMENT:

- As a Forty Fort Police Officer, you will be issued the following equipment:
 - Glock G45 MOS 9mm with 4-17 round magazines, Aimpoint ACRO P2 direct mount installed, and Ameriglo Non-tritium front and rear sights.
 - TASER 7 w/ holster, 4 cartridges
 - Motorola Digital Portable Radio w/ holster & speaker mic
 - Motorola/WatchGuard Body Cam w/ holster
 - BolaWrap Restraint Device





Forty Fort Police Department

1271 Wyoming Avenue
Forty Fort, PA 18704



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PARTIES

This is an agreement between the Borough of Forty Fort and _____.

CONTINGENT OFFER

This offer is contingent upon:

- A. Successful completion of any and all additional requirements of the Forty Fort Police Department.
- B. Successful completion of a one (1) year probationary period as required by the Civil Service Rules and Regulations of the Forty Fort Borough Civil Service Commission.

You will receive a final offer of employment subject to this Contingent Offer of Employment, only if, each and every term and condition has been completed successfully and all contingencies are satisfied.

Mayor, Forty Fort Borough

Chief of Police, Forty Fort Borough

Council President, Forty Fort Borough

Manager, Forty Fort Borough

ACKNOWLEDGEMENT

Compliance with these job-related and necessary conditions of employment is required to carry out the essential functions of the above position. I have read and understand the terms of this CONDITIONAL AND CONTINGENT OFFER and agree to abide by these terms.

Candidate's Signature

Date

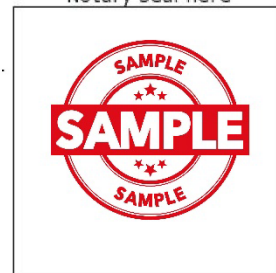
Subscribed and sworn to before me on this _____ day of November 20 _____.

Notary Public

My Commission Expires: _____

Date

Notary seal here





Forty Fort Police Department

1271 Wyoming Avenue
Forty Fort, PA 18704



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)

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

