



CITY OF BETHLEHEM



POLICE OFFICER APPLICATION



SUBMIT BY DECEMBER 20, 2018



City of Bethlehem Police Officer Application



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LETTER FROM POLICE CHIEF DILUZIO

Dear Applicant:

Thank you for applying to the Bethlehem Police Department. The City of Bethlehem is a story of two cities. One is the historic downtown area which dates back prior to the American Revolution. The other is our modern business areas and entertainment areas.

The story of the Bethlehem Police Department is very similar. The Bethlehem Police Department is a modern Department utilizing old fashion police basics with modern technology and ideas to form a unique Community Policing Philosophy. This style of policing makes the City of Bethlehem one of the safest cities in Pennsylvania and one of the best places to retire.

The Bethlehem Police Department is 154 members strong with multiple divisions and units that specialize in services we offer to the public. We serve a population of approximately 80,000 citizens. With the Sands Casino and Mall Complex, ArtsQuest/ Steel Stacks, Industrial Parks, and two major Universities, our daily service population grows to approximately 100,000 people. We have a Mounted Police Unit, K-9 Unit, Patrol Division, Bike Officers Community Service Unit, Motorcycle Officers, Forensic Services Unit, Criminal Investigation Division, Emergency Response Team, Crisis Negotiation Team, Traffic Division and more.

If accepted, you will be joining the 8th largest police department in the State of Pennsylvania. We are a police department that is nationally accredited through CALEA (Commission on Accreditation of Law Enforcement) and state accredited through PLEAC (Pennsylvania Law enforcement Accreditation Commission). Only 3% of law enforcement agencies nationwide have dual accreditations. If your application is accepted and you pass the required Civil Service Test, you will be tested both mentally and physically. Be honest and be on time.

By applying to the Bethlehem Police Department, you are engaging in a career path that is unlike any other job. In fact, it is not a job. It is a profession that you will be proud of. You will work with and beside some very fine police officers. You will receive the necessary training for you to perform your assigned duty. You will be able to fine tune your skills and work towards your goal; be it a Specialized Unit or staying on Patrol. You can advance through the ranks like many before you. Where you want to go within the Bethlehem Police Department is up to you. You will be a member of what I consider one of the best police departments in the State.

If what I described above, fits your ambitions, fill out this Application and return it to the City of Bethlehem Human Resources Office. Join the Bethlehem Police Team and make a difference in your life and in your Community.

Good Luck and see you at the Civil Service Test.

Sincerely,

Mark A. DiLuzio
Chief of Police



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GENERAL INFORMATION

The City of Bethlehem Police Department will be accepting applications for the position of Police Officer. Police Officers for the City of Bethlehem Police Department are responsible for safeguarding the lives and property of those who live, work, and play in the City of Bethlehem.

Written applications will be accepted beginning at 8:30 a.m., November 12, 2018. The application deadline is 3:00 p.m., December 21, 2018. Mailed applications must be postmarked no later than December 21, 2018.

Individuals interested in applying must complete this application packet and submit all required documentation (see Appendix 1 – Application Checklist for a complete list of required documents) via mail or in person to:

City of Bethlehem Human Resources Bureau
10 East Church Street
Bethlehem, PA 18018.

Please note: failure to provide all required information and documentation and to submit your application by 3:00 p.m., December 21, 2018 will be cause for dismissal of the application and the application fee will be forfeited. Mailed applications must be postmarked no later than December 21, 2018. No extensions will be granted.

Eligible applicants will be notified via email after the application deadline and required to undergo a written examination on Saturday, January 26, 2019. Applicants who pass the written examination will be required to undergo a physical fitness examination on Saturday, March 9, 2019.

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

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



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BETHLEHEM POLICE DEPARTMENT HIRING PROCESS

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

I. ELEMENTS OF THE SELECTION PROCESS:

A. Written Application – Application Cover Sheet, Application Forms 1 -3, Equal Opportunity Data Sheet, and Civil Service Board Voucher gathering information on the applicant to determine eligibility and history. **Written applications will be accepted beginning at 8:30 a.m., November 12, 2018. The application deadline is 3:00 p.m., December 21, 2018.** Late submittals will not be accepted. The document requests:

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

B. Written Exam

1. The written exam is scheduled for Saturday, January 26, 2019 at 9:00 a.m. at the Liberty High School Cafeteria (1115 Linden St, Bethlehem, PA 18017). Doors open at 8:00 a.m.
2. The written exam consists of 100 questions relating to general knowledge, observation abilities, reading comprehension and legal knowledge. The exam is administered by McCann Associates, www.mccanntesting.com.

C. Physical Fitness Test (see Physical Fitness Test Battery) – Appendix 2

1. The physical fitness test will be administered on Saturday, March 9, 2019 at the Lehigh University Rauch Fieldhouse (123 Goodman Drive, Bethlehem, PA 18015). Applicants will be advised of their specific time to appear.
2. Note: there is one test for application to the Bethlehem Police Department and a separate test for application to a Pennsylvania Police Academy. Both tests are explained below. Applicants who are Act 120 certified will not have to take the academy test. The physical Fitness Test will be administered by Bill Gibson, Master Police Fitness Specialist, PA Chiefs of Police Association.

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

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



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BETHLEHEM POLICE DEPARTMENT HIRING PROCESS (CONT'D)

- E. Administrative Interview:** Applicants will be interviewed by the Bethlehem Police Department command staff. Applicants will be questioned about information gathered throughout the application process.
- F. Certification by Police Civil Service Board:** Information gathered from the application process is submitted to the Civil Service Board. The Civil Service Board reviews the information and determines if the applicant will be certified or rejected for employment. Depending on the cause for rejection, applicants may reapply during the next testing schedule.
- G. Polygraph Exam:** Applicants will take a polygraph examination reviewing all information gathered during the application process and background investigation.
- H. Psychological Exam:** Applicants will take a psychological exam to evaluate their capacity for police work.
- I. Medical Exam:** Applicants will have a medical physical to determine their physical condition and eligibility for police work. The medical standards are the Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission standards. Additional information can be found at www.mpoetc.state.pa.us.
- 1. Physical Condition**
 - i.** Applicants must be free from the addictive or excessive use of alcohol, drugs or illegal controlled substances which will be determined using current laboratory testing procedures.
 - ii.** Applicants must be able to withstand significant cardiovascular stress.
 - iii.** Applicants must be free from any debilitating conditions such as tremor, incoordination, convulsion, fainting episodes, or other neurological conditions which may affect the applicant's ability to perform as a police officer.
 - iv.** Applicants must be free from any other significant physical limitations or disabilities which would, in the physician's opinion, impair the applicant's ability to perform the duties of a police officer or complete the required minimum training requirements.
 - v.** Applicants cannot be missing any extremities, including digits, which would prevent performance of required police duties or meeting minimum training requirements.
 - vi.** Blood pressure, heart condition and lung capacity and performance must fall in the normal range.
 - 2. Hearing**
 - i.** The applicant must be able to distinguish a normal whisper at a distance of 15 feet. The test will be independently conducted for each ear, while the tested ear is facing away from the speaker and the other ear is firmly covered with the palm of the hand. The applicant is prohibited from using a hearing aid during the testing. If the applicant fails the whisper test, a decibel audio test is required.
 - 3. Vision**
 - i.** The applicant must have distant vision of at least 20/70, uncorrected, in the stronger eye, correctable to 20/20; and at least 20/200, uncorrected, in the weaker eye, correctable to at least 20/40; and must be free of any significant visual abnormality.
 - ii.** The applicant must also have normal depth perception and normal color perception.



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BETHLEHEM POLICE DEPARTMENT HIRING PROCESS (CONT'D)

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

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

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

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



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CIVIL SERVICE BOARD RULES AND QUALIFICATIONS

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

- A. **Citizenship:** applicants must be a U.S. citizen and resident of the U.S. for at least five (5) years. If the applicant is foreign born, naturalization papers must be provided.
- B. **Age:** applicants must have arrived at twenty-one (21) years of age at the time of the application deadline (December 21, 2018). A copy of the applicant's birth certificate is required.
- C. **Education:** applicants must have an Associate's Degree or a minimum of sixty (60) credits from not more than two (2) accredited institutions, colleges, or universities at the time of application deadline. A diploma is required for all degrees received. A transcript is required for all college/university programs.
 - a. The sixty (60) credit requirements may be waived if the applicant has fulfilled the requirements of the Pennsylvania Municipal Police Officers' Training Act and have four thousand (4,000) active hours of experience as a Police Officer.
 - b. The sixty (60) credit requirement may be waived if the applicant has two (2) years active military service or six (6) years of reserve duty military experience and has an honorable discharge from such service. A "DD-214" is required for all military service.
- D. **Driver's License:** all applicants must possess a valid Driver's License at the time of application and appointment.
- E. **Character:** must be of a good reputation, moral character, and habits.
- F. **Application:** all applicants will be charged a \$50.00 registration fee at the time of application. This application fee is non-refundable. Any willful misstatement, falsification or concealment in respect to an application shall render the same null and void. Subject to the discretion of the Board, a person making such false application shall be prohibited from making any future application. Applications cannot be accepted from persons who have been convicted of a misdemeanor crime or greater, or from former Police Officers removed for cause.
- G. **Civil Service Vouchers:** applicant must secure two (2) persons to vouch for his/her character. The persons may not be relatives of the applicant. The vouchers should be well acquainted with the applicant and have known him/her for at least one (1) year. The voucher must be signed by the applicant and notarized.
- H. **Examination:** applicants are required to take and pass a written examination. A notice of when and where to appear will be sent by the Secretary of the Civil Service Board via email. Those ineligible will also be notified via email. Any applicant failing to appear for the examination will be removed from the list of applicants.



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CIVIL SERVICE BOARD RULES AND QUALIFICATIONS (CONT'D)

- I. Disqualifying Factors for Initial Employment:** No person shall be eligible for employment in the Police Department if the individual has engaged in any of the following conduct:
1. Failure to meet the general requirements of the position.
 2. Dishonorable discharge from any branch of military service.
 3. Lying or omission of information to a background investigator, polygraph operator or other Police Department employee, representative, or agent.
 4. Intentional falsification or omission of information on the employment application, polygraph screening booklet, or any other document used in the selection process.
 5. Cheating on any portion of any selection examination, or in any phase of the selection process.
 6. Criminal conviction of a second degree misdemeanor or more serious criminal offense.
 7. Criminal behavior, regardless of whether detected or prosecuted, as admitted by the applicant or established by competent evidence, of any felony (no time limit) or any first degree misdemeanor or more serious criminal offense (within five years of date of application).
 8. Driving under the influence where the person has:
 - a. DUI conviction within five years of date of application.
 - b. Two or more DUIs (convictions or pending charges).
 - c. Note: "Conviction" includes a guilty plea, nolo contendere plea, verdict, acceptance of ARD or similar diversion disposition, negotiated plea to a lesser offense where chemical test result was .08% or greater and/or any chemical test refusal.
 9. Manufacture, sale, delivery or distribution of any controlled substance.
 10. Controlled substance use:
 - a. Marijuana/synthetic marijuana (K-2, Spice, etc.), or any medication prescribed to applicant and used for non-therapeutic purposes except where all of the following apply:
 1. No more than 25 uses under age 25.
 2. No use in three years preceding date of application.
 3. No use at age 25 or older.
 - b. Schedule I, II, or III controlled substances (excluding those listed above), anabolic steroids (regardless of source or knowledge of legality), or huffing or intentional use of any chemical or substance (including glue, cleaning products, bath salts, etc.) for any purpose for which it was not intended except where all of the following apply:
 1. No more than 3 uses under age 25.
 2. No use in five years preceding date of application.
 3. No use at age 25 or older.
 - c. Heroin, methamphetamine, LSD, or any injected controlled substance (excluding anabolic steroids).
- J. Eligibility List:** at least once every two (2) years, the current eligibility list will be cancelled and new examinations will be conducted for an entirely new list.
- K. Veterans:** any candidate who has completed at least two (2) years of active military duty or six (6) years of reserve military service and have received an honorable discharge and who has successfully passed the Written Examination of the Civil Service Testing, shall have his/her score increased by ten (10) points.



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APPLICATION INSTRUCTIONS

Read ALL instructions prior to completing the application. Enter the information as requested. Answer ALL questions. Write N/A (Not Applicable) where a question does not pertain to you. Please make sure all handwriting is legible. Any questions regarding any portion of the application or instructions should be directed to the City of Bethlehem Human Resources Bureau at 610-865-7015. **Applications will be accepted beginning at 8:30 a.m., November 12, 2018. The application deadline is 3:00 p.m. December 21, 2018.**

Include your name on all documentation included with this application.

Incomplete applications will be cause for rejection.

I. PERSONAL DATA:

- a. **Name**: Enter your name as it currently appears on all legal documentation such as driver's license, birth certificate and social security card.
- b. **Email Address**: Enter an email address that you check regularly since all communication will be sent via email. Keep in mind, the application process may extend over the course of two (2) years, so do not use your school email addresses. In the event this E-mail changes prior to being contacted for any additional stages of the application process, provide this information to the Human Resources Bureau of the City of Bethlehem at 610-865-7015.
- c. **Home Address**: Enter your permanent address. Do not use temporary addresses such as college addresses, summer residences or military appointments. Be sure you enter the address where you can be reached for any future stages of the application. Keep in mind the application process may extend over the course of two (2) years. In the event this address changes prior to being contacted for any additional stages of the application process, be sure to provide this information to the Human Resources Department of the City of Bethlehem at 610-865-7015. If you wish to include additional addresses, write them on a separate sheet of paper and attach it to this application.
- d. **Contact Phone Number**: This number may be a home phone number or cell phone number. Enter the number in the space provided. Be sure you enter the phone number where you can be reached for any future stages of the application. Keep in mind the application process may extend over the course of two (2) years. In the event this number changes prior to being contacted for any additional stages of the application process, provide this information to the Human Resources Department of the City of Bethlehem. If you wish to include additional phone numbers, write them on a separate sheet of paper and attach it to this application.
- e. **Operator's License Number and State**: Enter your Driver's License Number/Operator's License Number and the state where the license was issued. Check the appropriate box with regards to your license status (valid or not).



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APPLICATION INSTRUCTIONS (CONT'D)

II. EDUCATIONAL INFORMATION:

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

III. MILITARY SERVICE

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

IV. REFERENCES

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

V. EQUAL EMPLOYMENT OPPORTUNITY DATA

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

VI. CIVIL SERVICE BOARD VOUCHERS AND THEIR CERTIFICATES

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



City of Bethlehem Police Officer Application



APPLICATION COVER SHEET

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

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

Complete the application in accordance with the Application Instructions sheet. Application may be completed on computer, typewriter, or legibly hand printed. Upon completion, print the application and sign all pages where appropriate. The application must be delivered (in person or via mail) to the Human Resources Bureau, 10 E. Church St, Bethlehem, PA 18018. **Applications will be accepted beginning at 8:30 a.m., November 12, 2018. The application deadline is 3:00 p.m., Friday, December 21, 2019.**

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

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

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

Signature and Date

Print Name



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APPLICATION FORM – 1

Application Deadline: 3:00 p.m., December 21, 2018 (Applications sent via mail must be postmarked no later than December 21, 2018).

Application Fee: \$50.00 payable by certified check or money order, no personal checks, cash or credit cards. Non-refundable.

Written Exam Date: January 26, 2019, 9:00 AM, Liberty High School, 1115 Linden St. Bethlehem, PA 18017.

Type or print legibly, use black ink. Write NA (Not Applicable) where a question does not pertain to you.

Personal Data	<ul style="list-style-type: none"> ➤ Applicants must be a United States Citizen for at least five years, if foreign born produce naturalization papers ➤ Applicants shall provide copies of their birth certificate, driver's license and social security card ➤ Applicants must have reached the age of twenty-one (21) by the application deadline (December 21, 2018) 					
Name:		E-Mail Address:				
Home Address:		City:	State:	Zip Code:		
Contact Phone:		Operator's License number & State:		Is license current and valid: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Educational Information:	<ul style="list-style-type: none"> ➤ Applicants must have at least 60 credits from no more than two (2) accredited colleges/universities ➤ Applicants may waive the educational requirement if they have fulfilled 4,000 hours of active police service ➤ Applicants may waive the educational requirement for military experience, see below for conditions ➤ Applicants shall provide copies of diplomas for all completed programs ➤ Applicants shall provide copies of transcripts for all college/university programs 					
High School Name, City & State:		Course of Study (i.e.: College prep, science, arts, vo-tech):		Degree Received: <input type="checkbox"/> Yes <input type="checkbox"/> No		
				Graduation year:		
Community College / Other associate degree program:		Course of Study:		Degree Received or Credits Earned		
				<input type="checkbox"/> Associates	Number of Credits Received:	
Community College / Other associate degree program:		Course of Study:		Degree Received or Credits Earned		
				<input type="checkbox"/> Associates	Number of Credits Received:	
College / University:		Course of Study:		Degree Received or Credits Earned		
				<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	Number of Credits Received:	
College / University:		Course of Study:		Degree Received or Credits Earned		
				<input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	Number of Credits Received:	
Military Experience	<ul style="list-style-type: none"> ➤ A DD-214 shall be provided for all military service. ➤ Applicants using the military waiver for the educational requirement must have served two years of active service or six years of reserve service and received an honorable discharge. ➤ To claim veteran's preference, applicants must have served a minimum of two years of active service or six years of duty in the reserves and received an honorable discharge. 				Do you claim Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> N/A						
Active Duty	Duration of Service - Active Duty:		Reserve Duty	Duration of Service - Reserve Duty:		Type of Discharge:
<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> National Guard	Date Entered	Date Discharged	<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy <input type="checkbox"/> National Guard	Date Entered	Date Discharged	<input type="checkbox"/> Honorable <input type="checkbox"/> General <input type="checkbox"/> Medical <input type="checkbox"/> Other than honorable <input type="checkbox"/> Dishonorable



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APPLICATION FORM – 2

NAME:

<p>Police Experience</p> <p><input type="checkbox"/> N/A</p>	<ul style="list-style-type: none"> ➤ Include all police agencies you have worked for or completed internships for, list any additional police agencies on a separate sheet of paper and attach it to this application ➤ Applicants using the 4,000 hour waiver to the educational requirement shall provide a copy of their Act 120 certificate and proof of 4,000 hours of service from the respective Department and/or Human Resources ➤ For out of state officers wishing to use the certification waiver to the educational requirement, applicants must be certified and employed as a municipal police officer, fulfill the 4,000 hour requirement, and provide a copy of their certificate and proof of 4,000 hours of service from the respective Department and/or Human Resources
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Municipal Police Academy training and certification (Act 120) - (Include Academy Name, County and State):

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Police Agency Name:		Agency Phone number:	
Agency Address:	City:	State:	Zip:
Commissioner/Chief:	Position / Assignment / Rank:	Start Date:	End Date:
Reason for leaving (Provide a reason even if you are currently employed by this department):			<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

References	Provide three (3) references that are <u>not</u> relatives or current/former employers/supervisors (Co-workers who are not supervisors are acceptable). Provide name, address and phone number for each. Do not use the same people as used in the Civil Service Voucher.
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Reference #1
Name:
Street Address, City, State, Zip:
Contact Phone Number:
Relationship (How do you know this person?):

Reference #2
Name:
Street Address, City, State, Zip:
Contact Phone Number:
Relationship (How do you know this person?):

Reference #3
Name:
Street Address, City, State, Zip:
Contact Phone Number:
Relationship (How do you know this person?):



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APPLICATION FORM – 3

NAME: _____

CIVIL SERVICE APPLICANT QUESTIONNAIRE
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- A. Do you agree to accept the decision of the Civil Service Board if rejected? Yes No
- B. Are you at least 21 Years of Age? Yes No
- C. Have you ever applied to the City of Bethlehem Police Department before? Yes No

If yes, how far did you get in the process?

- | | |
|---|---|
| <input type="checkbox"/> 1. Written Application | <input type="checkbox"/> 7. Polygraph Exam |
| <input type="checkbox"/> 2. Written Exam | <input type="checkbox"/> 8. Psychological Exam |
| <input type="checkbox"/> 3. Physical Fitness Test | <input type="checkbox"/> 9. Medical Exam |
| <input type="checkbox"/> 4. Background Investigation | <input type="checkbox"/> 10. Offered a position |
| <input type="checkbox"/> 5. Oral Interview | <input type="checkbox"/> 11. Hired |
| <input type="checkbox"/> 6. Certification by Police Civil Service Board | |

- D. Have you ever been convicted of a criminal act? Yes No

(If yes, provide an explanation on a separate sheet of paper and attach it to this application)

- E. Have you ever been convicted of a traffic offense? Yes No

(If yes, provide an explanation on a separate sheet of paper and attach it to this application)

*****READ CAREFULLY*****

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements on this application shall be considered sufficient cause for dismissal. In consideration of employment, I authorize the City of Bethlehem to make any investigation of my personal history, financial and credit record, or any other relevant information through applicable sources. (Note: The provisions of the Fair Credit Reporting Act may be applicable if a credit report is obtained and considered.)

Applicant Signature: _____
(Sign and Date)



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EQUAL OPPORTUNITY DATA SHEET

The City of Bethlehem has a moral, as well as legal, commitment to provide equal employment opportunity and nondiscrimination in employment policies and practices on the basis of race, religion, color, sex, national origin, age or disability. We are also required to make periodic reports based on these categories, and are in violation of the law if we do not make such reports; therefore, we ask that you fill in the information requested below.

THIS IS STRICTLY VOLUNTARY. DO NOT WRITE YOUR NAME ON THIS SHEET OF PAPER.

This information will not be used in any way to evaluate qualifications for employment, or any job performance. It will be used for statistical purposes only, and will be kept in a confidential file separate from the attached application for employment.

Thank you for your help in this matter.

Please check where applicable (see next page for explanation of categories).

- | | |
|---|--|
| <input type="checkbox"/> White (Non-Hispanic) | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Black (Non-Hispanic) | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other (Please specify): |

Disabled: Yes No

Sex: Male Female

Age:

How did you learn about this position?

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> College referral | <input type="checkbox"/> E-mail inquiry | <input type="checkbox"/> Job Fair |
| <input type="checkbox"/> Military Referral | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Television | <input type="checkbox"/> Recruiter | <input type="checkbox"/> Website |

Bethlehem Police Officer (Please specify) _____

Other (Please Specify) _____



City of Bethlehem Police Officer Application



EQUAL OPPORTUNITY DATA SHEET DEFINITIONS

There are no clear cut scientific definitions of race that can be used for these categories. For these reporting purposes, a person may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no person should check more than one race/ethnic category. General definitions of each category are as follows:

- A. **“White” (Non-Hispanic):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- B. **“Black” (Non-Hispanic):** All persons having origins in any of the Black racial groups of Africa.
- C. **“Hispanic”:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture of origin, regardless of race.
- D. **“Asian or Pacific Islander”:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- E. **“American Indian or Alaskan Native”:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation of community recognition.
- F. **“Other”:** All persons who do not fall into a category mentioned above.

The definition to be used for **“Disabled”** is as follows:

An individual with a disability is any person who has a physical or mental impairment which substantially limits one or more of the person’s major life activities; who has a record of such impairment, or is regarded as having such impairment.



City of Bethlehem Police Officer Application



CIVIL SERVICE BOARD VOUCHER

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

VOUCHERS AND CERTIFICATES

DIRECTIONS — Two persons must vouch for the character of the applicant. They should be well acquainted with the applicant, have known him/her for at least one year, **and may not be relatives of applicant**. They should be persons of good character and standing.

EACH of the undersigned respectfully represents to the CIVIL SERVICE BOARD of the City of Bethlehem, that he/she knows the applicant personally and knows the applicant to be a person of good moral character and sober and industrious habits; that he/she has never known the applicant to be convicted of any criminal act: and each of the undersigned further says that he/she consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he/she may possess to the said CIVIL SERVICE BOARD.

VOUCHER No.1 (To be filled out by the person who signs it.)

I, the undersigned, hereby certify upon my honor that I am more than twenty-one years of age; and that by occupation a _____; and that I am personally well acquainted with the applicant; that all statements made by me in this voucher are in my own handwriting; that I have carefully read the answers of the applicant to the questions contained in the application, and that they are true to the best of my knowledge and belief; that I consent that this certificate may be made public, and that I am willing to furnish to the CIVIL SERVICE BOARD any other information I may possess concerning this applicant.

QUESTIONS	ANSWERS	QUESTIONS	ANSWERS
How long have you known the applicant?		Is the applicant of good reputation and of industrious habits?	
Are you related to the applicant?		Would you yourself trust the applicant with employment requiring undoubted honesty and courage?	
Do you know of any incident in the history of the applicant that might disqualify the applicant for the duties of the position in which he/she seeks employment?		Was the applicant ever in your employ?	
SIGNATURE: _____ DATE: _____		PRINT NAME: _____ PRINT ADDRESS: _____ PHONE NUMBER: _____	

VOUCHER No.2 (To be filled out by the person who signs it.)

I, the undersigned, hereby certify upon my honor that I am more than twenty-one years of age; and that by occupation a _____; and that I am personally well acquainted with the applicant; that all statements made by me in this voucher are in my own handwriting; that I have carefully read the answers of the applicant to the questions contained in the application, and that they are true to the best of my knowledge and belief; that I consent that this certificate may be made public, and that I am willing to furnish to the CIVIL SERVICE BOARD any other information I may possess concerning this applicant.

QUESTIONS	ANSWERS	QUESTIONS	ANSWERS
How long have you known the applicant?		Is the applicant of good reputation and of industrious habits?	
Are you related to the applicant?		Would you yourself trust the applicant with employment requiring undoubted honesty and courage?	
Do you know of any incident in the history of the applicant that might disqualify the applicant for the duties of the position in which he/she seeks employment?		Was the applicant ever in your employ?	
SIGNATURE: _____ DATE: _____		PRINT NAME: _____ PRINT ADDRESS: _____ PHONE NUMBER: _____	

THIS OATH MUST BE TAKEN (at the expense of the applicant) BEFORE A NOTARY PUBLIC, ALDERMAN OR OTHER PERSON COMPETENT TO ADMINISTER OATHS

State of

County of

Sworn, or affirmed, and subscribed to before me this

..... day of

A.D.

.....
Title of Officer administering Oath

The subscriber, (**Applicant** shall sign below),

.....
Having personally appeared before me and having been duly sworn or affirmed according to law, deposes and says that the several statements contained in the application are true and correct to the best of his knowledge and belief, and that the statement of the vouchers were made by the persons signing the same.



City of Bethlehem Police Officer Application



APPENDIX 1 – APPLICATION CHECKLIST

Before submitting your application, please make sure to include all of the below information. All required information must be included in your packet at time of submission – do not have documents forwarded to the City of Bethlehem separately. Failure to provide all required information and documentation will be cause for dismissal of the application.

- 1. **Certified Check or Money Order** in the amount of \$50.00 for application fee made payable to the “City of Bethlehem”. *Personal checks, cash, and credit cards are not accepted. Application fee is non-refundable.*
- 2. **Copy of your Driver’s License** – driver’s license must be valid.
- 3. **Copy of your Social Security Card.**
- 4. **Copy of your Official Birth Certificate** – this must be the official certificate issued by the vital records office in the state you were born.
- 5. **Naturalization Papers** – applicable only if you are not a natural born citizen of the United States of America.
- 6. **Copy of your High School Diploma or G.E.D. Certificate** – in the absence of a copy of your diploma, you may submit a high school transcript that includes your graduation date.
- 7. **Copy of your College Diploma** – required for all degrees received.
- 8. **Transcript for all College and Post High School Work** – unofficial transcripts are acceptable. *Transcripts must be included with your application packet – do not have them mailed directly to the City of Bethlehem.*
- 9. **Training Act Certification and Proof of 4,000 Hours of Police Work** – applicable if you have fulfilled the requirements of the Pennsylvania Municipal Police Officers’ Training Act and have 4,000 active hours of experience as a Police Officer. *You must provide a copy of Police Certification and a certified letter from the Human Resources Department of the department(s) for which you worked with documentation of the 4,000 hours of service.*
- 10. **Military Separation Papers (DD-214)** – applicable for all military service.
- 11. **Application Cover Sheet** – review this document and then sign, date, and print your name at the bottom of the sheet.
- 13. **Application Form 1** – type or legibly print all required information. Write N/A (Not Applicable) where a question does not pertain to you.
- 14. **Application Form 2** – print your name on the top of the page and type or legibly print all required information. Write N/A (Not Applicable) where a question does not pertain to you.



City of Bethlehem Police Officer Application



APPENDIX 1 – APPLICATION CHECKLIST (CONT'D)

- 15. **Application Form 3** – print your name on the top of the page and fill in all required information. Make sure to sign your name and date on the bottom of the page.
- 16. **Equal Opportunity Data Sheet** – do not print your name on this sheet.
- 17. **Civil Service Voucher** – this form must be filled out by 2 individuals who know you well and are not related to you. You must take the form to a notary, sign the bottom right corner of the form, and have a notary fill out the bottom left corner of the form notarizing the document.



City of Bethlehem Police Officer Application



APPENDIX 2 – PHYSICAL FITNESS TEST BATTERY

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

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

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

The applicant must complete a 300-meter course in or under the required time. On a standard 440 yard track, the 300 meter line is 112 yards from the start / finish line or approximately ¾ around the track.

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

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

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

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



City of Bethlehem Police Officer Application



APPENDIX 2 – PHYSICAL FITNESS TEST BATTERY (CONT'D)

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

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

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

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

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

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

PHYSICAL FITNESS STANDARDS FOR ACADEMY ENTRANCE

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

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



City of Bethlehem Police Officer Application



APPENDIX 3 – COMPENSATION AND BENEFITS

Current salary and benefits for City of Bethlehem Police Officers are listed below and are in accordance with the contract agreement between the City of Bethlehem and the Fraternal Order of Police, Start Lodge No. 20.

1. COMPENSATION:

- a. **Annual Salary:** Police Officers progress through a stepped pay scale, which includes 5 steps for the rank of Police Officer. All Police Officers are hired at Step 1. The current annual salaries of each step are detailed below:
 - i. Step 1 (upon hire): \$53,034.63.
 - ii. Step 2 (after 6 months of employment): \$54,866.75.
 - iii. Step 3 (after 12 months at Step 2): \$58,809.43.
 - iv. Step 4 (after 12 months at Step 3): \$65,517.75
 - v. Step 5 (after 12 months at Step 4): \$70,415.75
- b. **Longevity:** After completion of 4 years of service, employees receive annual longevity payments on the anniversary of their hire date. The current longevity rates are listed below:
 - i. 5 – 8 years of service: \$1,900
 - ii. 9 – 12 years of service: \$2,500
 - iii. 13 – 16 years of service: \$3,100
 - iv. 17 – 21 years of service: \$4,300
 - v. 22+ years of service: \$4,900
- c. **Holidays:** employees receive holiday pay for 13 holidays even though not worked. Those holidays include – New Year’s Day, President’s Day, Good Friday, Primary Election Day, Memorial Day, Flag Day, Independence Day, Labor Day, General Election Day, Veteran’s Day, Thanksgiving Day, and Christmas Day. If worked, these holidays are paid at time and one-half for hours worked, plus holiday pay.
- d. **Education Bonus:** employees who have completed 5 years of service and acquired a Bachelor’s or Master’s Degree shall receive an annual education incentive payment. Those with a Bachelor’s Degree receive \$500/year. Those with a Master’s Degree receive \$1,000/year.

2. BENEFITS

- a. **Paid Leave:** employees accrue paid time off including vacation, sick, and personal days.
 - i. Vacation Days: based on years of service and are accrued annually as follows –
 1. Less than 1 year of service: 0 vacation days.
 2. 2 years of service: vacation days are prorated based on hire date with a maximum of 10 days awarded.
 3. Upon completion of 5 years of service: 15 vacation days.
 4. Upon completion of 10 years of service: 20 vacation days.
 5. Upon completion of 15 years of service: 25 vacation days.
 - ii. Sick Days: sick days are accrued quarterly with a total of 21 sick days accrued in a calendar year. Unused sick days may be carried over to the following calendar year.
 - iii. Personal Days: 4 days per year.



City of Bethlehem Police Officer Application



APPENDIX 3 –COMPENSATION AND BENEFITS (CONT'D)

- b. Health Insurance:** Excellent health and dental plans are available for Police Officers and their eligible family members/domestic partners.
- c. Life Insurance:** The City provides life insurance for all employees in the amount of \$30,000.00 and coverage begins immediately upon employment. Employees may purchase additional coverage at their own expense.
- d. Pension:** The City has an independent pension system to which both the employee and the City contribute.
- e. Deferred Compensation Plan:** Additional retirement financial planning can be accomplished through regular contributions to a deferred compensation plan. The funds deferred are not subject to State or Federal taxation until withdrawn.