

NAME : _____

SS# : _____

**KUTZTOWN BOROUGH POLICE DEPARTMENT
INITIAL APPLICATION FOR
POSITION OF PATROL OFFICER**

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KUTZTOWN BOROUGH POLICE DEPARTMENT
APPLICATION FOR POSITION OF PATROL OFFICER
INSTRUCTIONS TO POLICE APPLICANT

***** IMPORTANT *****

READ THE BELOW INFORMATION CAREFULLY BEFORE YOU BEGIN

1. Prior to the specified date, you are required to complete the attached APPLICATION FOR POSITION OF PATROL OFFICER. It is mandatory that ALL areas be covered completely and truthfully. All Applications must be **LEGIBLE** and **HAND PRINTED**.
2. (a) YOU ARE REMINDED THAT ANY MISSTATEMENT ON YOUR PART COULD BE CAUSE FOR YOUR REJECTION OR DISMISSAL.

(b) YOU ARE REMINDED THAT ANY DECEPTION OR FALSIFICATION ON YOUR PART WILL BE CAUSE FOR YOUR REJECTION OR DISMISSAL.

(c) IF THERE ARE ANY QUESTIONS OR DOUBTS IN YOUR MIND CONCERNING ANY PARTICULAR ITEM OR AREA COVERED BY THIS APPLICATION, IT IS YOUR RESPONSIBILITY TO BRING THE MATTER TO THE ATTENTION OF AN INTERVIEWING OFFICER.
3. You are assured that the information given by you in this Application and at any subsequent interview(s) or testing, will be considered confidential and will not be disclosed to unauthorized persons or agencies UNLESS you authorize this release. However, the above guarantee of confidence will be considered void if this investigation discloses criminal acts or participation on your part in unlawful or illegal activities.
4. IF ANY QUESTION(S) DO NOT PERTAIN TO YOU, WRITE "N/A" IN THAT SPACE.
5. You may use the reverse side of any page if more space is needed.
6. Use a pen to complete the following pages.
7. Any omissions or failure to complete any section of this Application may result in the rejection of your Application.
8. The **Physical Agility Test "Personal Injury Waiver"** form and the "**General Waiver And Authorization For Release Of Information Agreement**" **MUST** be notarized. Failure to have these forms notarized will result in the rejection of your Application.
9. **APPLICANTS SUCCESSFULLY PASSING ALL THREE PHASES OF THE PROCESS WILL BE REQUIRED TO APPEAR AT THE KUTZTOWN BOROUGH POLICE DEPARTMENT TO COMPLETE A DETAILED APPLICATION AND PARTICIPATE IN AN INTERVIEW BY THE BACKGROUND INVESTIGATOR.**

*****IMPORTANT*****

1. Prior to appointment a thorough background investigation will be conducted. Applicants who have a HISTORY OF EXTENSIVE DRUG USE WILL BE DISQUALIFIED.
2. TATTOOS or BODY ART DISPLAYING the following are PROHIBITED and will disqualify an applicant:
 - a. Racism
 - b. Sexism or sexually suggestive or explicit
 - c. Obscenity or profane
 - d. Gang or drug related
 - e. Any other tattoo deemed offensive
3. TATTOOS IN THE FOLLOWING AREAS are PROHIBITED and will disqualify an applicant:
 - a. Neck
 - b. Head
 - c. Face
 - d. Ears
 - e. Hands and Fingers
 - f. Full "sleeves" on the arm
4. New Hires must live within 30 miles of Kutztown Borough within one year of appointment.

SECTION III - EMPLOYMENT

11. EMPLOYMENT: List current employer:

FROM DATE	NAME/ADDRESS OF EMPLOYER	PHONE	REASON FOR LEAVING
TO DATE	DESCRIPTION OF DUTIES		
SALARY	IMMEDIATE SUPERVISOR	NAME OF CO-WORKER	

12. IF YOU ARE A FORMER POLICE OFFICER WHO WAS SEPARATED FOR ANY REASON FROM A POLICE DEPARTMENT, STATE CIRCUMSTANCE BELOW:

13. HAVE YOU EVER BEEN A PREVIOUS APPLICANT WITH THE KUTZTOWN BOROUGH POLICE DEPARTMENT? IF SO WHEN:

SECTION IV - MILITARY SERVICE

- | | | |
|---|------------|-----------|
| | <u>YES</u> | <u>NO</u> |
| 14. HAVE YOU SERVED IN THE U.S. ARMED FORCES?
IF YES, ATTACH PHOTOCOPY COPY OF DISCHARGE
OR SEPARATION PAPERS (DD214) | _____ | _____ |
| IF NO, CONTINUE TO SECTION VI. | | |
| 15. DO YOU CLAIM VETERANS PREFERENCE? | _____ | _____ |

SECTION V - EDUCATION

16. LIST ALL ELEMENTARY, JUNIOR HIGH AND HIGH SCHOOLS ATTENDED. ATTACH TRANSCRIPT FROM LAST HIGH SCHOOL ATTENDED:

NAME	ADDRESS	CITY	ZIP	DATES ATTENDED	YEARS COMPLETED	GRADUATED YES/NO

17. HIGHER EDUCATION. LIST ALL COLLEGES OR UNIVERSITIES ATTENDED. ATTACH TRANSCRIPT FROM ALL LISTED INSTITUTIONS:

NAME	CITY	ZIP	DATES ATTENDED FROM/TO	CREDIT HOURS SEMESTER/QUARTER	DEGREE YES/NO

18. HAVE YOU SUCCESSFULLY COMPLETED ACT 120 (MUNICIPAL POLICE TRAINING)?

YES _____ NO _____ (IF YES, NAME AND ADDRESS OF ACADEMY, AND DATES ATTENDED): _____

IF YOU HAVE NOT GRADUATED, AND YOU ARE CURRENTLY ATTENDING A MUNICIPAL POLICE ACADEMY, WHAT DATE ARE YOU EXPECTING TO GRADUATE FROM THE ACADEMY?: _____

APPLICANTS MUST GRADUATE FROM A MUNICIPAL POLICE ACADEMY PRIOR TO APPOINTMENT.

NOTIFICATION PROCEDURE RELEASE

In the processing procedure required for applicants it may become necessary to contact the applicant in the event they are being given consideration for the position of Patrol Officer with the Borough of Kutztown.

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

It is the applicant's responsibility to notify the Borough of Kutztown, in writing, of the address change. By affixing your signature to this form the applicant acknowledges that they have read and understand the contents of this procedure.

Date

Signature

POSITION DESCRIPTION

POSITION TITLE: PATROL OFFICER KUTZTOWN BOROUGH POLICE DEPARTMENT

REPORTS TO:

Works under the general supervision of the Police Sergeant and Police Corporal, under the direction of the Chief of Police, according to the chain of command.

PURPOSE OF THE POSITION:

The general purpose of this position is to affirmatively promote safety and security and a sense thereof through the safe, efficient, effective and lawful performance of police duties and functions.

Performs a variety of routine and complex public safety work in the performance of police patrol, investigation, traffic regulation, and related law enforcement activities. This position is a uniformed patrol position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Investigates criminal law violations occurring within the jurisdiction of the Department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
2. Works a rotating shift in the performance of routine patrol, traffic enforcement, investigation of vehicle accidents, providing emergency first aid to those persons in need, detection, investigation and arrest of persons involved in crimes or misconduct; sometimes being required to work overtime at the conclusion of scheduled shifts and on days off.
3. Carries out duties in conformance with Federal, State, and County laws and Borough Ordinances, and department and Borough rules, regulations, guidelines and procedures.
4. Participates in the patrol of Borough streets, parks, commercial and residential areas to preserve the peace and enforce the law; controls vehicular traffic; prevents or detects and investigates misconduct involving summary, misdemeanor, felony offenses and other law violations; and otherwise serves and protects.
5. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, homicides, rapes and sexual assaults, etc., and takes appropriate law enforcement action.
6. Interrogates suspects, interviews witnesses and drivers; identifies, preserves and collects evidence; arrests violators, investigates and renders assistance at the scene of vehicular accidents; summons ambulances and additional law enforcement vehicles and personnel; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shifts; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches scene of crime for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies

in court proceedings.

7. Exchanges information with officers in other law enforcement agencies, and obtains advice from the court administrator, and the Berks County District Attorney's office regarding cases, policies and procedures.
8. Undertakes community-oriented police work and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (D.A.R.E.), traffic safety, etc.
9. Recommends improvements to equipment and facilities, as needed.
10. When assigned, maintains liaison with community organizations and groups.
11. Effects an arrest; forcibly when and where justified and necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons and resorts to the use of hands and feet and other approved weapons in self-defense.
12. Prepares a variety of investigative and other reports and records, including sketches, using appropriate grammar, symbols and mathematical computations.
13. Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
14. Operates a law enforcement vehicle during both the day and night for long periods of time, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow, sometimes under stressful conditions.
15. Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
16. Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
17. Pursues fleeing suspects on foot and in vehicles and performs rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
18. Loads, unloads, aims and fires handguns, shotguns and other police department firearms from a variety of body positions under conditions of stress and at levels of proficiency prescribed in certification standards and department policy.
19. Employs the use of deadly and non-deadly force, under conditions of stress, when and where legally justified and necessary.

20. Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons as justified under current law.
21. Conducts visual and audio surveillance for extended periods of time.
22. Engages in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
23. Effectively communicates with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
24. Maintains contact with police supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about department activities.
25. Demonstrates communication skills in court and other formal settings.
26. Detects and collects evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
27. Endures verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
28. Performs rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from a particular area.
29. Processes and transports prisoners and committed mental patients using handcuffs and other appropriate restraints.
30. Wears and operates a gas mask and other appropriate gear and equipment in situations where chemical munitions and other irritants are being deployed.
31. Extinguishes small fires by using extinguishers and other appropriate means.
32. Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
33. Processes arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
34. Be able to operate and become certified in the use of all police department equipment and tools such as typewriters, computers, cameras, two-way radios, telephones, handguns, shotguns, rifles, breath testing devices, pagers, first aid equipment, pens and pencils, facsimile equipment and photocopier.
35. Reports for duty promptly at the time and location designated and in uniform wearing body armor as prescribed by policy.

36. Apprehends and handles dogs, cats, and other domestic animals found running at large in violation of state law or local ordinance.
37. Has regular, predictable and punctual attendance.
38. Has the ability to get along well with others.
39. Maintains a state of physical and mental fitness and readiness.
40. Has the ability to learn present and future jobs and tasks.
41. Subordinates personal preferences to the lawful directives of management.
42. Be able to give a full day's work.
43. Has the ability to adjust to changing work conditions.
44. Maintains the confidence and trust of peers, superiors, and general citizenry.
45. Be able to work the majority of time with little or no direct supervision.
46. Performs other work-related duties as assigned.

TO DO THIS TYPE OF WORK, YOU MUST:

1. Be twenty-one (21) years of age or older at the time of appointment.
2. Must possess and maintain a valid Pennsylvania driver's license, with a good driving record, by the time of appointment.
3. Have no felony convictions or disqualifying criminal history and be free from any other disqualifying criteria as specified under Section 3.6 (b) and Section 3.7 (a) and (b) of the Rules and Regulations of the Civil Service Commission of the Borough of Kutztown and Section 1183 of the Borough Code of Commonwealth of Pennsylvania.
4. Have and maintain United States citizenship.
5. Be able to read, write, and understand the English language.
6. Be of good moral character and of temperate and industrious habits.
7. Reside within twenty (20) road miles from the Borough of Kutztown within one (1) year from appointment.
8. Have some knowledge of modern law enforcement principles, procedures, techniques, and equipment.
9. Have some skill in operating the tools and equipment identified herein.

10. Have the ability to learn the applicable laws, ordinances, and department rules and regulations; be able to perform work requiring good physical condition; be able to communicate effectively orally and in writing; be able to establish and maintain effective working relationships with subordinates, peers and supervisors; be able to exercise sound judgment in evaluating situations and in making decisions; be able to follow verbal and written instructions; be able to meet the special requirements listed below; be able to learn the geography of the Borough of Kutztown and surrounding municipalities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those jobs that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
2. The employee must be able to carry, lift or drag approximately 200 pounds.
3. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus as specified under Pennsylvania Act 120 and the Rules and Regulations of the Civil Service Commission of the Borough of Kutztown.
4. The employee must be able and willing to work irregular and/or extra hours, as required.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee frequently works in outside weather conditions.
2. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
3. The employee may be exposed to oleoresin capsicum spray and/or electrical shock during training or in the field.
4. The noise level in the work environment is usually moderate.

LANGUAGE SKILLS:

Must be able to communicate well with others verbally and in writing, read and convey instructions, and be able to signal people to convey or exchange information.

FUNDAMENTAL BASICS AND RELATIONSHIPS TO DATA, PEOPLE AND TECHNIQUES:

Data: Must be able to follow instructions, policies and procedures, keep accurate time and records, and be accountable and responsible for his/her work, as well as the work of his/her subordinates.

People: Must be able to work independently and with co-workers and subordinates, develop good working relationships with fellow employees, and be courteous and show respect to the public.

Techniques: Exercise good judgment in selecting and using appropriate tools and equipment and general work practices.

TOTAL EDUCATION, VOCATIONAL PREPARATION, AND/OR EXPERIENCE REQUIREMENTS:

1. High school diploma or equivalent; and
2. Have the required training to be certified under Pennsylvania Act 120 within sixty (60) days of appointment.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid Pennsylvania Driver's License.
2. Must have the ability to meet department's physical standards.
3. Must be able to be qualified and remain qualified at all times to carry department-issued or approved weapons, pursuant to the requirements of the Kutztown Police Department Departmental Manual and all statutes and regulations of the Commonwealth of Pennsylvania.

Formal application through the Kutztown Borough Civil Service Commission, rating of education and experience, a thorough background investigation, written test, physical agility test, oral interview, reference check, medical examination, psychological test and other job-related tests will be required.

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of work-related duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PRE-EMPLOYMENT/POST-OFFER REQUIREMENTS

Any offer of employment is contingent upon taking and passing a written examination, physical agility test, oral examination,; and upon conditional appointment, a physical examination, psychological examination, hepatitis screening, and drug screening. Any offer of employment is also contingent upon the candidate successfully passing a thorough background investigation.

Applicants who refuse to submit to, or cooperate in any of the pre-employment testing, or who do not successfully pass all of the tests, shall be disqualified and shall not be considered for appointment.

ACKNOWLEDGEMENT

I have reviewed the above Position Description, including the list of essential job functions for the position of a Kutztown Borough Police Department Patrol Officer and I believe that:

_____ I can fully perform all duties without reasonable accommodations.

_____ I can fully perform all duties but only with the following reasonable accommodations:

_____ I cannot fully perform all duties even with reasonable accommodation.

NAME

SIGNATURE

DATE

GENERAL WAIVER AND AUTHORIZATION FOR RELEASE OF INFORMATION AGREEMENT

Applicant's Full Name: _____ Applicant's Initials and Date _____

TO WHOM IT MAY CONCERN: I am an applicant for Patrol Officer with the KUTZTOWN BOROUGH POLICE DEPARTMENT. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history, moral character, professional reputation and fitness for the position of a police officer be disclosed to the above department. I agree to provide any requested information concerning my past record. I understand that I will not receive and am not entitled to a copy of the investigative background report or to know its contents and I further understand that the contents are privileged.

I also authorize and request that every person, firm, company, governmental agency, court, association or institution having control of any documents, records and other information pertaining to me furnish the KUTZTOWN BOROUGH POLICE DEPARTMENT any such information, including documents, records, reports, complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the KUTZTOWN BOROUGH POLICE DEPARTMENT or any of its agents or representatives to inspect and make copies of such documents, records and other information.

I hereby authorize any representative of the KUTZTOWN BOROUGH POLICE DEPARTMENT bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the KUTZTOWN BOROUGH POLICE DEPARTMENT, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to give full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the KUTZTOWN BOROUGH POLICE DEPARTMENT to consider in determining my suitability for employment with that department. It is my specific intent to provide access to personnel information, however personal and confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, my selective service records, my educational records, my financial status, my criminal history record including expunged records or those records subject to any pretrial or diversionary programs, including any arrest records, juvenile records, and any information contained in investigative, incident, and/or complaint files, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, your organization, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release such information upon request of the duly accredited representative of the KUTZTOWN BOROUGH POLICE DEPARTMENT regardless of any agreement I have made with you previously you the contrary.

For and in consideration of the KUTZTOWN BOROUGH POLICE DEPARTMENT accepting and processing my application for employment, I agree to hold your organization, its agents and employees, the KUTZTOWN BOROUGH POLICE DEPARTMENT and the Borough of Kutztown, its agents and employees, harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the KUTZTOWN BOROUGH POLICE DEPARTMENT. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I recognize and understand my rights under Title 5, United States Code, Section 552(a), the Privacy Act of 1974, as amended, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the KUTZTOWN BOROUGH POLICE DEPARTMENT in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as the original thereof; even though said photocopy or FAX copy does not contain an original of my signature.

This waiver is valid for three (3) years from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to whom this request is presented to, their agents, and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Commonwealth of Pennsylvania }
County of _____ } ss:

Sworn, or affirmed, and subscribed to before me this _____ day of _____, A.D. _____

Notary : _____ My Commission Expires: ____/____/____

Signature of Applicant (SEAL) Name (Printed or Typed)

VERIFICATION

I understand that this Application has been completed subject to the penalties of 18 Pa. C.S. Section 4904 relating to UNSWORN FALSIFICATION TO AUTHORITIES.

Signature

Date

**KUTZTOWN BOROUGH POLICE DEPARTMENT
PHYSICIAN CLEARANCE FORM**

Dear Physician:

In order for (print applicant's name) _____, an applicant for the position of police officer, to participate in the physical agility test, it is a necessary for him/her to obtain clearance from a licensed physician. Please review the test guidelines on the reverse side of this form and sign the appropriate line below. Additional space is allowed for comments, including any limitations on applicant's participation.

All testing is monitored by certified fitness coordinators. Testing is ended when the applicant meets the requirement, i.e. if the standard is 20 push-ups, the test ends when the applicant meets that standard. Any additional push-ups will not be counted. The test is of the pass/fail type.

I have examined the applicant whose name is listed above.
The applicant **MAY** participate in Physical Fitness Tests.

Physician's Signature: _____

OR

I have examined the applicant whose name is listed above.
The applicant **MAY NOT** participate in Physical Fitness Tests.

Physician's Signature: _____

Comments: _____

Questions regarding this form or the Physical Fitness Tests shall be directed to: William Gibson, Physical Fitness Consultant, Pennsylvania Chiefs of Police Association, 3905 North Front Street, Harrisburg, PA 17110, wgibson@pachiefs.org or (717) 579-7299.

**KUTZTOWN BOROUGH POLICE DEPARTMENT
MEDICAL CLEARANCE FOR PARTICIPATION**

It is the responsibility of each applicant to possess an acceptable level of physical readiness which insures that the applicant is, at all times, at a level of physical readiness necessary to perform the essential tasks of a police officer.

In order to insure that each applicant can perform his/her duties safely and effectively without undue risk to themselves or the public, the applicant is required to take the Physical Fitness Tests as part of the selection procedures. This test was designed using the guidelines of the “American College of Sports Medicine” and the “Cooper Institute For Aerobics Research.”

The test battery consists of:

300 Meter Run	66 Seconds
Sit-ups	30 Reps in 1 Minute
Push-ups	25 Reps in 1 Minute
Vertical Jump	15.5 Inches
1.5 Mile Run	15 Minutes 54 Seconds

Each test is preceded by a warm-up or rest period, with a mandatory cool-down period at the conclusion of the tests.

Informed Consent Form

The undersigned hereby gives informed consent to engage in a series of procedures relative to taking a battery of exercise tests, and participating in a variety of physical activities. The purpose of the testing is to determine physical fitness, cardiovascular function, and health status. All exercise testing and physical activity sessions will be supervised and monitored by trained exercise technicians. These activities include walking, running, weight training, and callisthenic exercises performed in either field or gymnasium settings.

I am aware of the possibility that certain detrimental physiological changes may occur during exercise and exercise testing. These changes could include heart related illness, abnormal heart beats, abnormal blood pressure, and in rare instances, a heart attack. If abnormal changes were to occur, the staff has been trained to recognize symptoms and take appropriate action, including administering CPR and first aid.

I have read this form and understand that there are inherent risks associated with any physical activity and recognize that it is *my* responsibility to provide accurate and complete health/medical history information. Furthermore, it is my responsibility to monitor my individual physical performance during any activity and to alert the supervising exercise technician of any pain, discomfort or adverse effects I may experience.

I hereby waive and release PCPA, its testers, trainers, helpers and other participants and persons who will be assisting in this testing, whether employees of PCPA or independent contractors or consultants, and the owners of the locations where the testing is held, its officers and employees or agents from any and all liability of any nature for injury, damage or any other loss resulting from the testing and expressly assume the risk of such damage, injury or loss while engaged in any testing.

I give informed consent for testing data to be recorded to determine my state of physical readiness as it applies to the essential job functions of a Pennsylvania police officer.

Print Name: _____

Signature: _____

Date: _____

**KUTZTOWN BOROUGH POLICE DEPARTMENT
AUTHORIZATION FORM
FOR EMPLOYMENT CREDIT REPORTS**

I authorize the Kutztown Borough Police Department to obtain a credit report on myself through the credit-reporting agency of its choice. If employed I further authorize the Kutztown Borough Police Department to check my credit record, as needed, on a continuing basis as it is related to my employment.

I understand that if an adverse employment decision is made due totally or partially to the information on the credit report, the Credit Bureau will give me a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report so that I may contact them, if I wish.

Applicant's Name: Printed or Typed

Applicant's Signature

Date

**SEE CONSUMER DISCLOSURE FORM ON PAGE 20 PRIOR TO
COMPLETING THIS AUTHORIZATION.**

**CONSUMER DISCLOSURE
USE OF CREDIT REPORTS FOR EMPLOYMENT**

The Kutztown Borough Police Department may obtain a credit report on any consumer who has applied for or accepted employment with the Department. The Department may use information contained in the consumer credit reports in making decisions related to employment with the Department. This may include, but is not limited to, hiring, promotion, retention and termination.

Prior to procuring a consumer's credit report for employment, the Kutztown Borough Police Department will obtain the consumer's written authorization. Before taking adverse action based in whole or in part on the report, the consumer will be provided with a copy of the report and a description in writing of the rights of the consumer under the Fair Credit Reporting Act.

Information from the consumer report will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

***APPLICANTS SHOULD RETAIN A COPY OF THIS
FORM FOR THEIR RECORDS***