



*Gettysburg*  
HISTORIC CROSSROADS

Borough of Gettysburg  
Adams County, Pennsylvania  
59 East High Street  
Gettysburg, PA 17325

Telephone: (717) 334-1160  
FAX: (717) 334-7258  
[www.gettysburg-pa.gov](http://www.gettysburg-pa.gov)

## NOTICE OF HIRING

### Gettysburg Borough Police Department

The Civil Service Commission of the Borough of Gettysburg announces its intent to conduct an examination for the position of an Entry Level Patrol Officer for the Gettysburg Police Department, Gettysburg, PA

Applicants for the position of Entry-Level Patrol Officer shall possess a diploma from an accredited high school or a graduate equivalency diploma and shall be Act 120 certified or have completed training to become Act 120 certified. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a police officer, be eligible to receive certification from the Municipal Police Officers Education and Training Commission (MPOETC), and prior to appointment, possesses a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

The essential functions for the position of patrol officer are contained in the job description.

The written examination will be conducted at the Adams County Emergency Services Training Center, 230 Greenamyer Lane, Gettysburg, PA 17325 on Friday February 26, 2010 starting at 9:00am. The oral examination will be conducted at the same address on Friday March 12, 2010 starting at 9am.

Application packages can be obtained at the Borough Secretary's Office in the Gettysburg Municipal Building, 59 East High Street, Gettysburg, PA 17325, between the hours of 8:30am – 4:00pm Monday thru Friday.

The deadline for receiving the completed application forms is Friday February 12, 2010 at 4:00pm.

If you have any questions please call Sara Stull at 717-334-1160 x240 at the Borough Office.

A \$25.00 application processing fee will be charged.

The Borough of Gettysburg is an equal opportunity employer.



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Thank you for your interest in applying for the position of Entry Level Patrol Officer in the Gettysburg Borough Police Department. Enclosed are the documents needed to begin the application process.

This application package consists of several items that need your closest attention. The "Questionnaire", "Verification", "Notification procedure Release", and "Waiver and Release for Background Investigation" all need to be completely filled out, signed and returned NOT LATER THAN 4:00pm on Friday February 12, 2010 to:

Gettysburg Borough Civil Service Commission  
59 East High Street  
Gettysburg, PA 17325  
Attn: Sara Stull

Since applications received after that date will NOT be considered, we recommend the use of registered or certified mail. After receiving and reviewing your application forms for completeness and suitability, you will be notified by certified mail if you qualify.

If you have questions regarding the application procedure or the position itself, you may contact Sara Stull at 717-334-1160.

Sincerely,

David J. Sanders, Chairman  
Gettysburg Civil Service Commission



7.

**Family**

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

Relationship	Name	Address (if living)
<i>Father</i>		
<i>Mother</i>		

8.

**Vehicle Operator's License**

Give the following information concerning any vehicle operator's license you have held or now hold:

Type of License	Number	Issuing Authority	Expiration

Have you ever had a license suspended or revoked?

\_\_\_\_\_

9.

**Conviction Of Crime**

Have you ever been convicted or pled guilty or nolo contendere to a misdemeanor or felony charge? If yes, state violation, court of jurisdiction, and date of conviction.  Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10.

**Financial Status**

Do you have any income from any source other than your principal occupation?  Yes  No

If yes, how much?

How often?

The source(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name and Address of Financial Institution	Type of Account

11. **Past And Present Membership In Organizations**

Name	Address	Zip	Type (Social, Fraternal Professional, Etc.)	Office Held	Membership Dates	
					From	To

12. **Subversive Organizations**

- Yes     No    Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?
  
- Yes     No    Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official, or employee?
  
- Yes     No    Are you now associating with, or have you associated with, any individual including relatives who you know or have reason to believe are or have been members of any of the organizations identified above?
  
- Yes     No    Have you ever been engaged in any of the following activities of any organization of the type described above: Distribution(s) to, attendance at or participating in any organizational, social, or other activities of said organization or of any projects sponsored by them; the sale, gift, or distribution of any written, printed or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held, also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

13. **Education**

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

Name	City	Zip	Graduated Yes/No

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

Name	City	Zip	Dates Attended From To	Credit Hours Semester/Quarter	Degree Rec'd - Year

**Major and Minor Courses:**

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- C. Other Schools or training (trade, vocational, military). Give for each the name and location of school, dates attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

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14. **Special Qualifications and Skills:**

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

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

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C. Approximate number of words per minute: Keyboard or typing \_\_\_\_\_ Shorthand \_\_\_\_\_

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

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15. **Foreign Language:** Enter language and indicate fluency.

<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Understanding</b>	<b>Writing</b>
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16. **Foreign Travel:** Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

<b>Dates</b>	<b>Country</b>	<b>Purpose of Travel</b>
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17. **Hobbies and Sports:**

Name	Length of Participation	Level of Proficiency

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

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

<b>Date</b>		<b>Name &amp; Address of Employer</b>
<b>To</b>	<b>From</b>	
<b>Salary</b>		<b>Job Title</b>
<b>Description of Duties</b>		
<b>Why did you leave?</b>		
<b>Name of Supervisor:</b>		
<b>Name of Co-Worker:</b>		

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

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state reason:

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Have you ever resigned after being informed your employer intended to discharge you for any reason. If yes, explain, giving name and address of employer, approximate date, and reasons in each case.

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**19. Military Status**

Have you ever served in the U.S. Armed Forces?  Yes  No  
*If yes, attach photostatic copy of discharge or separation papers.*

Do you claim veteran's preference?  Yes  No

A. While in the military service were you ever convicted or pled guilty or nolo contendere to a misdemeanor or felony charge? If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheet to record this information. Yes No

B. Are you presently a member of a U.S. Reserve or State Guard organization? Yes No  
If yes, complete the following:

Grade and Service No.: \_\_\_\_\_

Service and Component: \_\_\_\_\_

Organization and Station or Unit and address: \_\_\_\_\_

Status \_\_\_\_\_

Indicate reserve obligation, if any: \_\_\_\_\_

**20. Selective Service:**

Last Classification: \_\_\_\_\_

Selective Service No: \_\_\_\_\_ Last Classification: \_\_\_\_\_

Date: \_\_\_\_\_ Local Board: \_\_\_\_\_

Address: \_\_\_\_\_

**21. Character References**

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

Name	Address	Home Phone	Work Phone	Years Known
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			

22. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation?

If yes, give details.

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23. Have you ever applied for a position with any other governmental agencies? If yes, give details.

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24. **Remarks:**

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## VERIFICATION

The information I have provided in the foregoing Application is true and correct to the best of my knowledge belief and understanding. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## NOTIFICATION PROCEDURE RELEASE

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with the Gettysburg Borough.

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 Gettysburg Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges that you have read and understood the contents of this procedure.

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Date

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Signature

**WAIVER AND RELEASE OF LIABILITY**

To Whom It May Concern: \_\_\_\_\_ is an applicant for employment with the Gettysburg Borough Police Department. Accordingly, the Gettysburg Civil Service Commission is performing or causing to be performed, a background check on the applicant. The Commission understands that you may have relevant information regarding the applicant. The Commission desires that you be able to provide this information without fear that doing so creates an unreasonable risk of being subjected to litigation by the applicant. For this reason, the Commission has required the applicant, as a condition for being considered an applicant, to execute for your protection this Waiver and Release of Liability.

I, \_\_\_\_\_, am the applicant referenced in the above paragraph. The statements made in that paragraph are accurate. I concur in the desire of the Civil Service Commission that you should freely and without fear of my instituting litigation against you for so doing, cooperate with the Commission in its background investigation of me. For this reason, I authorize you and your agents to provide the Commission's investigators with detailed responses to their inquiries and requests for documents. This authorization is extended to my references, my former employers, education institutions attended by me and to any other person or entity in a position to provide relevant information to a potential employer of a police officer. This authorization extends to both factual and subjective (personal opinion) information and responses you might provide to the Commission.

In support of this authorization, I forever waive, for myself and for anyone who might derive legal rights from me and/or have an entitlement in my estate, **any and all liability** that might arise or arguably arise from your cooperation in this background investigation, **including but not limited to** providing, during a one year period \_\_\_\_\_ to \_\_\_\_\_: answers to the Commission's questions; documents to the Commission; volunteered information to the Commission; and opinions about me to the Commission.

I intend to be legally bound by this document and the commitments made in it. This is confirmed by my dated signature below.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

## **Essential Functions of a Police Officer**

### **General/Essential Requirements**

- Ability to regularly and routinely report for work.
- Ability to regularly and routinely report to work on time.
- Ability to regularly and routinely work a variety of shifts.
- Ability to regularly and routinely work holidays.
- Ability to regularly and routinely work, without interruption, an entire shift.
- Ability to, with substantial regularity, work overtime.
- Ability to effectively communicate.
- Ability to be an effective witness.
- Ability to write legible and coherent reports and descriptions.
- Ability to operate effectively within the concept of a chain-of-command and to function effectively as a member of a quasi-military organization.

### **Patrol and Incident Response**

- Provide back-up to other police personnel.
- In response to a report of child abuse, observe and evaluate the physical or mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.
- Respond to a crime in progress and secure the area to effect an arrest.
- When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.
- Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.
- Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.
- Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).
- Operate a Department vehicle at a high rate of speed, using emergency lights and sired and maintaining public safety, to respond to emergency calls for service.
- Request assistance from other police personnel.
- Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.
- Participate in large scale coordinated search for one or more persons (e.g., escapees, mental patients, lost people, etc) to locate or apprehend the person(s).
- Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.
- Operate a Department vehicle under non-emergency conditions within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.
- Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.
- Respond to incidents requiring your presence as specified in Departmental policies.

- Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.
- Observe and check entrances to buildings and premises to maintain security of property.
- Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated (e.g., drunk, epileptic) and detain that person in order to provide for placement.
- Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to affect the safe, peaceful, and orderly flow of a crowd of people.
- Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.
- Sere on special details to help maintain peace.

### **Traffic Enforcement**

- When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular traffic to reduce risk of injury to self or others and take evasive action when necessary.
- Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.
- Protect an accident scene to allow for a determination of the facts of the accident.
- Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades),
- Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
- Estimate vehicle speed visually or use speed detection equipment to determine the speed of a vehicle.
- Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operations of vehicles on the road.
- Issue a citation to a traffic violator.
- Impound or supervise impounding of equipment or vehicles left on the roadway.

### **Investigations**

- Identify and collect evidence at a crime scene to preserve that evidence for use in as investigation.
- Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
- Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
- Evaluate evidence to determine its relationship to an investigation.
- Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
- Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witness, victims, or suspects of a crime.

- Inspect a suspected controlled substance to make a preliminary determination of its identity and request further lab tests as needed.
- Determine the probable facts of the incident from examination and comparison of statements and other evidence.
- Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
- Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
- Identify assets for potential seizure at a crime scene.
- Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.

### **Arrest-Related Activities**

- Display or discharge a departmentally approved firearm to protect self and/or the public.
- Display or utilize a departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Department policy.
- Search one or more persons for weapons, fruits of a crime, or contraband to affect an arrest, protect oneself and the public, and/or obtain evidence.
- Search a vehicle for weapons, fruits of crime, or contraband to affect an arrest, protect self and the public, and/or to obtain evidence.
- Distinguish between felony and misdemeanor classifications when making arrests.
- Search a building for individuals, weapons, fruits of a crime, or contraband to affect an arrest, protect self and the public, and/or to obtain evidence.
- Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to affect custody of an arrestee.
- Determine applicability of Miranda when arresting and detaining suspects.
- Signal a felon to stop (e.g., emergency light, siren, in order to affect an arrest or contain the felon and await backup).
- Make judgments about probable cause for warrant less searches.
- Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.
- Determine whether suspects require medical attention.
- Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to affect custody of an arrestee.
- Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.
- Legally force entry into building to apprehend suspect and/or evidence.
- Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention.
- Pursue a suspect of violator on foot.
- Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).

- Make recommendations for strip or body cavity search.
- Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.

### **Evidence/Property Management**

- Ensure the secure storage of evidence and property in the designated location.
- Ensure the maintenance of chain of custody for evidence.
- Release property of evidence to authorized individuals.

### **Record and Report Management**

- Write narrative reports (e.g., incident reports), providing complete, accurate and consistent information.
- Summarize in writing the statements of witnesses and complaints.
- Fill in forms requiring specific information accurately and completely.
- Record information required by Department guidelines in proper logs.
- Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
- Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.

### **Court**

- Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, to assist in fulfilling the Department's role in the judicial and administrative process.
- Review search and arrest warrants prior to presentation to judge or prosecutor for signing.
- Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.
- Prepare search or arrest warrants.

### **Community Relations**

- Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
- Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
- Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.
- Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of actions, etc.
- Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.
- Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
- Maintain current information about available social agencies and their roles or use in referring citizens seeking help.
- Discuss police actions with relatives of prisoners or complainants.