

CITY OF LATROBE

INSTRUCTIONS

1. The non-refundable application fee covers the application and testing process. The applicant is responsible for verification of interest and meets qualifications for employment as an entry level officer with the City of Latrobe. Failure to meet minimum requirements will automatically preclude employment.
2. Applicant must be Pennsylvania Act 120 Certified under the Municipal Police Officers Education and Training Commission (MPOETC) 53 Pa. C.S.A. 2161 and have passed the MPO certification examination.
3. Applicants currently enrolled in an Act 120 certification class may apply if they become Act 120 certified prior to employment.
4. Be a United States Citizen
5. Be physically and mentally fit to perform the full duties and responsibilities of a police officer.
6. Possess a valid motor vehicle license and be eligible to legally operate a motor vehicle in the Commonwealth of Pennsylvania.
7. If applicable, satisfactory proof of Military Service and honorable discharge.
8. Completed applications are to be returned to the City of Latrobe, 901 Jefferson Street, Latrobe, PA 15650, no later than 4:00 p.m. on Wednesday, December 30th, 2020. Applications will not be accepted if received after the deadline. Please be sure to submit the following items:
 - a.) The completed and signed application
 - b.) The signed Applicant's release
 - c.) Proof of Act 120 Certification & Passing Score MPO Certification Examination.
 - d.) Non-refundable application fee of \$50, payable in cash, check or money order. - checks should be made payable to City of Latrobe.
 - e.) Proof of Military Service (if applicable)
 - f.) Proof of College Degrees (if applicable)

11. Incomplete application packets will result in automatic disqualification.
12. Providing false or inaccurate information will subject the applicant to immediate disqualification.
13. **TESTING INFORMATION-PLEASE SEE REMINDER NOTICE**
Physical Agility Testing is scheduled for Saturday, January 9th, 2021 at 10:00 a.m.
NOTE: You should plan on arriving 30 minutes BEFORE the scheduled testing time.
 - **LOCATION-** Latrobe Senior High School Field House, 131 High School Road, Latrobe, PA 15650(Field house is behind the high school)
 - **NOTE-DUE TO COVID-19; ALL APPLICANTS MUST BRING PROPER PPE TO THE TESTING (INCLUDING MASK, GLOVES AND PROTECTIVE EYE WEAR).**
 - Identification containing the applicant's photograph will be required at the test site to be admitted to the test(s).
 - **ONLY** candidates who successfully complete the physical agility testing will be eligible to proceed to the next step in the process, the written examination.

Written Examination is scheduled for Saturday, January 23rd, 2021, 10 a.m. at The Latrobe Elementary School, 20 Cedar Street, Latrobe, PA 15650. Please arrive 30 minutes prior so that social distancing regulations may be adhered to.

PLEASE BRING A MASK AND REMEMBER TO SOCIAL DISTANCE.

14. Physical Agility/Fitness Test- is scored Pass/Fail manner. The applicant must pass all elements of the physical agility test to be eligible to take the written exam. Failure of any one of the events in the physical agility/fitness test is a failure of the entire test. If one event is failed, testing is terminated for the applicant at that point.
15. Veterans' Preference Points-any applicant who qualified as a military veteran under this Act, shall receive an additional ten (10) points added to their final score if the applicant qualifies. Applicants claiming veterans' preference shall submit satisfactory proof of service and honorable discharge.
16. College Degree Preference Points-any applicant who qualifies for these points will be awarded the following on points added to their final score.
 - Bachelors Degree receives an additional five (5) points.
 - Associates Degree receives an additional two- and one-half points (2.5).Applicants claiming College Degree points shall submit satisfactory proof of degree(s).

17. Receiving a passing score on all tests does not guarantee employment but qualifies applicants for inclusion on the Civil Service Commission Eligibility Listing in accordance with the Civil Service Rules and Regulations and/or hiring practices and policies.
18. **PLEASE NOTE-THE DATES FOR THE PHYSICAL AGILITY AND WRITTEN TESTING. YOU WILL NOT RECEIVE A REMINDER.**

PLEASE BRING PHOTO IDENTIFICATION TO BOTH TESTING SITES!!!

**SATURDAY, JANUARY 9TH, 2021, 10 A.M. -PHYSICAL AGILITY
LATROBE HIGH SCHOOL FIELD HOUSE, 131 HIGH SCHOOL ROAD,
LATROBE, PA, 15650.**

- **NOTE-DUE TO COVID-19; ALL APPLICANTS MUST BRING PROPER PPE TO THE TESTING (INCLUDING MASK, GLOVES AND PROTECTIVE EYE WEAR).**

**SATURDAY, JANUARY 23RD, 2021, 10 A.M.-WRITTEN EXAMINATION
LATROBE ELEMENTARY SCHOOL, 20 CEDAR STREET, LATROBE, PA,
15650**

PLEASE BRING A MASK AND REMEMBER TO SOCIAL DISTANCE.

CITY OF LATROBE

POLICE OFFICER APPLICATION

NOTIFICATION PROCEDURE RELEASE

IN 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 CITY OF LATROBE.

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 CITY OF LATROBE, IN WRITING, OF THE ADDRESS CHANGE. BY AFFIXING YOUR SIGNATURE TO THIS APPLICATION, THE APPLICANT ACKNOWLEDGES THAT HE HAS READ AND UNDERSTOOD THE CONTENTS OF THIS PROCEDURE.

DATE

SIGNATURE

POLICE OFFICER APPLICATION FOR EMPLOYMENT

THE CITY OF LATROBE IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, NATURAL ORIGIN, SEX, NON-JOB-RELATED DISABILITIES OR AGE (40 AND OVER). ALL INFORMATION REQUESTED ON THIS APPLICATION FORM IS SOLICITED FOR THE PURPOSE OF DETERMINING ABILITIES AND SKILLS REQUIRED FOR PROPER JOB PLACEMENT AND TO FACILITATE VERIFICATION OF THE INFORMATION REQUESTED.

INSTRUCTIONS

THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY BY THE APPLICANT. PLEASE PRINT IN INK. IF BECAUSE OF DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS APPLICATION FORM, PLEASE NOTIFY THE CITY OF LATROBE AT (724)539-8548.

TO BE CONSIDERED THIS APPLICATION MUST BE RETURNED BY 4:00P.M. ON WEDNESDAY, DECEMBER 30, 2020.

RETURN COMPLETED APPLICATION TO: CITY OF LATROBE
901JEFFERSON STREET
LATROBE, PA 15650

LAST NAME FIRST NAME MIDDLE NAME

ADDRESS CITY STATE ZIP

() - () - - - **DRIVER'S LICENSE# & STATE**
PHONE NO: DAY PHONE NO: NIGHT SOCIAL SECURITY #

ARE YOU AT LEAST EIGHTEEN (18) YEARS OLD? YES NO

HAVE YOU SUCCESSFULLY COMPLETED ACT 120 TRAINING? YES NO

ARE YOU CURRENTLY ENROLLED IN ACT 120 TRAINING? YES NO
IF YES, GIVE GRADUATION DATE _____

DO YOU POSSESS A BACHELOR'S DEGREE IN CRIMINAL JUSTICE? YES NO

DO YOU HAVE AT LEAST TWO YEARS OF SWORN POLICE OR MILITARY POLICE EXPERIENCE? **YES** NO

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR **REVOKED?** YES NO

ARE YOU A UNITED STATES CITIZEN? YES NO
(PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT)

HAVE YOU EVER FILED AN APPLICATION WITH THE CITY OF LATROBE? YES NO
IF YES, GIVE DATE _____

MAY WE CONTACT YOUR CURRENT EMPLOYER? **YES** NO
IF NO, PLEASE IDENTIFY SOMEONE FAMILIAR WITH YOUR PERFORMANCE FOR YOUR CURRENT EMPLOYER THAT WE MAY CONTACT _____

CAN YOU WORK DAYLIGHT? YES NO CAN YOU WORK WEEKENDS? YES NO

CAN YOU WORK EVENINGS? YES NO CANYOUWORKHOLIDAYS? YES NO

CAN YOU WORK NIGHTS? **YES** NO

NAME

TELEPHONE

EMPLOYMENT HISTORY

LIST ALL EMPLOYMENT FOR THE PAST TEN (10) YEARS, BEGINNING WITH CURRENT OR MOST RECENT POSITION

EMPLOYER	DATES: FROM _____ TO _____
EMPLOYER'S ADDRESS	TELEPHONE NO. _____
YOUR JOB TITLE	HOURLY RATE/SALARY _____
DESCRIPTION OF DUTIES _____	
SUPERVISOR'S NAME	REASON FOR LEAVING _____
WILL THIS SUPERVISOR/EMPLOYER GIVE A GOOD JOB REFERENCE? YES _____ NO _____	
IF NO EXPLAIN: _____	
WERE YOU: DISCHARGED OR ASKED TO RESIGN BY THIS EMPLOYER? YES _____ NO _____	
EVER DISCIPLINED (WRITTEN WARNING, SUSPENDED, DENIED A PAY INCREASE) BY THIS EMPLOYER? YES _____ NO _____	
EVER COUNSELED OR WARNED ABOUT EXCESSIVE ABSENTEEISM OR TARDINESS BY THIS EMPLOYER? YES _____ NO _____	
IF YES TO ANY OF THE ABOVE, EXPLAIN: _____	

EMPLOYER	DATES: FROM _____ TO _____
EMPLOYER'S ADDRESS	TELEPHONE NO. _____
YOUR JOB TITLE	HOURLY RATE/SALARY _____
DESCRIPTION OF DUTIES _____	
SUPERVISOR'S NAME	REASON FOR LEAVING _____
WILL THIS SUPERVISOR/EMPLOYER GIVE A GOOD JOB REFERENCE? YES _____ NO _____	
IF NO EXPLAIN: _____	
WERE YOU: DISCHARGED OR ASKED TO RESIGN BY THIS EMPLOYER? YES _____ NO _____	
EVER DISCIPLINED (WRITTEN WARNING, SUSPENDED, DENIED A PAY INCREASE) BY THIS EMPLOYER? YES _____ NO _____	
EVER COUNSELED OR WARNED ABOUT EXCESSIVE ABSENTEEISM OR TARDINESS BY THIS EMPLOYER? YES _____ NO _____	
IF YES TO ANY OF THE ABOVE, EXPLAIN: _____	

EMPLOYMENT HISTORY

CONTINUED FROM PAGE 3

EMPLOYER _____	DATES: FROM _____	TO _____
EMPLOYER'S ADDRESS _____	TELEPHONE NO. _____	
YOUR JOB TITLE _____	HOURLY RATE/SALARY _____	
DESCRIPTION OF DUTIES _____		
SUPERVISOR'S NAME _____	REASON FOR LEAVING _____	
WILL THIS SUPERVISOR/EMPLOYER GIVE A GOOD JOB REFERENCE?	YES _____	NO _____
IF NO EXPLAIN: _____		
WERE YOU:		
DISCHARGED OR ASKED TO RESIGN BY THIS EMPLOYER?	YES _____	NO _____
EVER DISCIPLINED (WRITTEN WARNING, SUSPENDED, DENIED A PAY INCREASE) BY THIS EMPLOYER?	YES _____	NO _____
EVER COUNSELED OR WARNED ABOUT EXCESSIVE ABSENTEEISM OR TARDINESS BY THIS EMPLOYER?	YES _____	NO _____
IF YES TO ANY OF THE ABOVE, EXPLAIN: _____		

EMPLOYER _____	DATES: FROM _____	TO _____
EMPLOYER'S ADDRESS _____	TELEPHONE NO. _____	
YOUR JOB TITLE _____	HOURLY RATE/SALARY _____	
DESCRIPTION OF DUTIES _____		
SUPERVISOR'S NAME _____	REASON FOR LEAVING _____	
WILL THIS SUPERVISOR/EMPLOYER GIVE A GOOD JOB REFERENCE?	YES _____	NO _____
IF NO EXPLAIN: _____		
WERE YOU:		
DISCHARGED OR ASKED TO RESIGN BY THIS EMPLOYER?	YES _____	NO _____
EVER DISCIPLINED (WRITTEN WARNING, SUSPENDED, DENIED A PAY INCREASE) BY THIS EMPLOYER?	YES _____	NO _____
EVER COUNSELED OR WARNED ABOUT EXCESSIVE ABSENTEEISM OR TARDINESS BY THIS EMPLOYER?	YES _____	NO _____
IF YES TO ANY OF THE ABOVE, EXPLAIN: _____		

EDUCATION

_____	9 10 11 12 (CIRCLE ONE)
LAST HIGH SCHOOL ATTENDED	HIGHEST GRADE COMPLETED
LOCATION	
DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE?	YES _____ NO _____
LIST COLLEGES, UNIVERSITIES OR TRADE OR TECHNICAL SCHOOLS ATTENDED:	
_____	_____
SCHOOL ATTENDED	DEGREE/CREDITS/LICENSES
LOCATION	
_____	_____
SCHOOL ATTENDED	DEGREE/CREDITS/LICENSES
LOCATION	
_____	_____
SCHOOL ATTENDED	DEGREE/CREDITS/LICENSES
LOCATION	

MILITARY

_____	_____	_____
BRANCH OF SERVICE	DATES: FROM	TO
_____	_____	_____
RANK AT SEPARATION	RESERVE REQUIREMENTS	
SPECIALIZED TRAINING		

OTHER QUALIFICATIONS

DESCRIBE ANY EQUIPMENT YOU CAN OPERATE (MACHINES, COMPUTERS, ETC.)

LIST ANY TRADE PROFESSIONAL OR SKILLS CERTIFICATES YOU HOLD.

SPECIAL SKILLS, ABILITIES OR EXPERIENCES WHICH QUALIFY YOU FOR THE POSITION.

BACKGROUND

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?	YES	NO
IF YES EXPLAIN:		

HAVE YOU EVER BEEN CONVICTED OF A FELONY?	YES	NO
IF YES EXPLAIN:		

REFERENCES

PLEASE LIST THREE (3) REFERENCES OTHER THAN RELATIVES OR FORMER EMPLOYERS:

REFERENCE (1)	RELATIONSHIP
REFERENCE'S ADDRESS	TELEPHONE NO.
REFERENCE (2)	RELATIONSHIP
REFERENCE'S ADDRESS	TELEPHONE NO.
REFERENCE (3)	RELATIONSHIP
REFERENCE'S ADDRESS	TELEPHONE NO.

ARE THERE ANY INCIDENTS IN YOUR LIFE NOT MENTIONED HEREIN WHICH MAY REFLECT UPON YOUR SUITABILITY TO PERFORM THE DUTIES OF A POLICE OFFICER WHICH MIGHT REQUIRE FURTHER EXPLANATION/ IF YES, GIVE DETAILS.

ADDITIONAL INFORMATION

PLEASE ATTACH RESUME, IF AVAILABLE

CERTIFICATION, AUTHORIZATION AND AGREEMENT

"I CERTIFY THAT THE INFORMATION SUPPLIED BY ME ON THIS APPLICATION FORM AND IN MY RESUME, IF ANY, IS TRUE AND COMPLETE AND DOES NOT CONTAIN ANY FALSIFICATION, OMISSIONS, OR CONCEALMENT OF MATERIAL FACT. I AUTHORIZE THE CITY OF LATROBE TO INVESTIGATE THE TRUTH OF THIS INFORMATION AND OF ANY OTHER INFORMATION I MAY SUPPLY DURING A PRE-EMPLOYMENT INTERVIEW. I FURTHER AUTHORIZE EVERY SCHOOL, EMPLOYER, PERSON AND AGENCY IDENTIFIED BY ME ON THIS FORM OR IN ANY RESUME TO RELEASE ANY AND ALL VERIFYING INFORMATION THE CITY OF LATROBE MAY SOLICIT FROM IT OR THEM. I FURTHER AUTHORIZE THE CITY OF LATROBE TO INVESTIGATE MY CRIMINAL HISTORY AND OTHER ASPECTS OF MY PERSONAL HISTORY, INCLUDING MY CHARACTER AND GENERAL REPUTATION. IF MY APPLICATION IS DENIED IN WHOLE OR IN PART BECAUSE OF INFORMATION CONTAINED IN A CRIMINAL HISTORY RECORDS REPORT, THE CITY OF LATROBE WILL SO ADVISE ME."

"I HEREBY RELEASE ALL LAW ENFORCEMENT AGENCIES, MY FORMER EMPLOYERS, ALL EDUCATIONAL INSTITUTIONS AND PROGRAMS AND EVERY OTHER PERSON IDENTIFIED BY ME ON THIS FORM OR IN MY RESUME FROM LIABILITY FOR ANY DAMAGE OR INJURY TO ME ARISING OUT OF THE RELEASE OF INFORMATION REQUESTED TO THE CITY OF LATROBE."

"I UNDERSTAND AND AGREE THAT THE CITY OF LATROBE'S ACCEPTANCE OF THIS EMPLOYMENT APPLICATION DOES NOT CONSTITUTE ANY PROMISE, EXPRESSED OR IMPLIED, THAT I WILL BE HIRED. I FURTHER UNDERSTAND THAT THE CITY OF LATROBE DOES NOT GUARANTEE ANYONE EMPLOYMENT FOR ANY SPECIFIC LENGTH OF TIME."

"I FURTHER UNDERSTAND AND AGREE THAT ANY OFFER OF EMPLOYMENT THE CITY OF LATROBE MAY MAKE TO ME (AND, IF I AM HIRED, MY CONTINUED EMPLOYMENT) WILL BE CONTINGENT UPON MY SUBMISSION OF EVIDENCE VERIFYING THAT I AM AUTHORIZED TO WORK IN THE UNITED STATES AND IS CONTINGENT UPON MY TAKING AND PASSING PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS AND DRUG TESTS."

"I CERTIFY THAT I AM NOT A PARTY TO ANY CONTRACT OR OTHER OBLIGATION WHICH WOULD LIMIT, INTERFERE WITH OR RESTRICT MY ABILITY TO WORK FOR THE CITY OF LATROBE IN ANYWAY."

"I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS SECTION OF THE EMPLOYMENT APPLICATION AND FULLY UNDERSTAND THE MEANING AND EFFECT OF SIGNING THIS FORM."

SIGNED: _____

CITY OF LATROBE IS AN EQUAL OPPORTUNITY GOVERNMENT

ESSENTIAL JOB FUNCTIONS

1. EFFECT AN ARREST, FORCIBLY IF NECESSARY, USING HANDCUFFS AND OTHER RESTRAINTS: SUBDUE RESISTING SUSPECTS USING MANEUVERS AND WEAPONS AND RESORT TO THE USE OF HANDS AND FEET AND OTHER APPROVED WEAPONS IN SELF-DEFENSE.
2. PREPARE INVESTIGATIVE AND OTHER REPORTS, INCLUDING SKETCHES, USING APPROPRIATE GRAMMAR, SYMBOLS AND MATHEMATICAL COMPUTATIONS.
3. EXERCISE INDEPENDENT JUDGMENT IN DETERMINING WHEN THERE IS REASONABLE SUSPICION TO DETAIN, WHEN PROBABLE CAUSE EXISTS TO SEARCH AND ARREST WHEN FORCE MAY BE USED AND TO WHAT DEGREE.
4. OPERATE A LAW ENFORCEMENT VEHICLE DURING BOTH THE DAY AND NIGHT; 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.
5. COMMUNICATE EFFECTIVELY AND COHERENTLY OVER LAW ENFORCEMENT RADIO CHANNELS WHILE INITIATING AND RESPONDING TO RADIO COMMUNICATIONS.
6. GATHER INFORMATION IN CRIMINAL INVESTIGATIONS BY INTERVIEWING AND OBTAINING THE STATEMENTS OF VICTIMS, WITNESSES, SUSPECTS AND CONFIDENTIAL INFORMANTS.
7. PURSUE FLEEING SUSPECTS AND PERFORM RESCUE OPERATIONS WHICH MAY INVOLVE QUICKLY ENTERING AND EXITING LAW ENFORCEMENT 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.
8. LOAD, UNLOAD, AIM AND FIRE FROM A VARIETY OF BODY POSITIONS HANDGUNS, SHOTGUNS AND OTHER AGENCY FIREARMS UNDER CONDITIONS OF STRESS THAT JUSTIFY THE USE OF DEADLY FORCE AND AT LEVELS OF PROFICIENCY PRESCRIBED IN CERTIFICATION STANDARDS.
9. PERFORM SEARCHES OF PEOPLE, VEHICLES, BUILDING 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.
10. CONDUCT VISUAL AND AUDIO SURVEILLANCE FOR EXTENDED PERIODS OF TIME.
11. ENGAGE IN LAW ENFORCEMENT PATROL FUNCTIONS THAT INCLUDE SUCH THINGS AS WORKING ROTATING SHIFTS, WALKING ON FOOTPATROL AND PHYSICALLY CHECKING DOORS AND WINDOWS OF BUILDINGS TO ENSURE THEY ARE SECURE.
12. EFFECTIVELY COMMUNICATE WITH PEOPLE, INCLUDING JUVENILES, BY GIVING INFORMATION AND DIRECTIONS, MEDIATING DISPUTES AND ADVISING OF RIGHTS AND PROCESSES.
13. DEMONSTRATE COMMUNICATION SKILL IN COURT AND OTHER FORMAL SETTINGS.
14. DETECT AND COLLECT EVIDENCE AND SUBSTANCES THAT PROVIDE THE BASIS OF CRIMINAL OFFENSES AND INFRACTIONS, AND THAT INDICATE THE PRESENCE OF DANGEROUS CONDITIONS.
15. ENDURE VERBAL AND MENTAL ABUSE WHEN CONFRONTED WITH HOSTILE VIEWS AND OPINIONS OF SUSPECTS AND OTHER PEOPLE ENCOUNTERED IN AN ANTAGONISTIC ENVIRONMENT.
16. PERFORM 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 PARTICULAR AREAS.
17. PROCESS AND TRANSPORT PRISONERS AND COMMITTED MENTAL PATIENTS USING HANDCUFFS AND OTHER APPROPRIATE RESTRAINTS.
18. PUT ON AND OPERATE A GAS MASK IN SITUATIONS WHERE CHEMICAL MUNITIONS ARE BEING DEPLOYED.
19. EXTINGUISH SMALL FIRES BY USING EXTINGUISHER AND OTHER APPROPRIATE MEANS.
20. READ AND COMPREHEND LEGAL AND NON-LEGAL DOCUMENTS, INCLUDING THE PREPARATIONS AND PROCESSING OF SUCH DOCUMENTS AS CITATIONS, AFFIDAVITS AND WARRANTS.
21. PROCESS ARRESTED SUSPECTS TO INCLUDE TAKING PHOTOGRAPHS AND OBTAINING A LEGIBLE SET OF INKED FINGERPRINT IMPRESSIONS.

NOTE: THE SUCCESSFUL APPLICANT MUST BE ABLE TO PERFORM ALL OF THE ABOVE ESSENTIAL JOB FUNCTIONS OF AN EXPERIENCED POLICE OFFICER, UNASSISTED, AND AT A PACE AND LEVEL OF PERFORMANCE CONSISTENT WITH THE ACTUAL JOB PERFORMANCE REQUIREMENTS. THIS REQUIRES A HIGH LEVEL OF PHYSICAL ABILITY TO INCLUDE VISION, HEARING, SPEAKING, FLEXIBILITY AND STRENGTH.

PERSONAL CHARACTERISTICS

SINCE POLICE OFFICERS ARE REQUIRED TO ENFORCE THE LAW AND THEY ARE EXPOSED TO CERTAIN TEMPTATIONS TO SHOW FAVORITISM, CORRUPTION, OR UNLAWFUL MONETARY GAIN, IT IS A "BUSINESS NECESSITY" THAT OFFICERS EXHIBIT A HISTORY AND CHARACTERISTICS OF HONESTY, RELIABILITY, ABILITY TO MANAGE PERSONAL FINANCES, INTERPERSONAL SKILL AND INTEGRITY.

ADDITIONALLY, POLICE OFFICERS ARE FREQUENTLY PLACED IN A POSITION OF PHYSICAL HARM AND MENTAL STRESS. THEREFORE, A HISTORY OF MENTAL OR PHYSICAL DISABILITY MAY BE GROUNDS FOR DENYING EMPLOYMENT: OR, THESE FACTORS MIGHT BE A CONSIDERATION IN THE HIRING PROCESS. APPLICANTS POSING A SUBSTANTIAL RISK OF INJURY TO THEMSELVES, OTHER OFFICERS, AND THE PUBLIC ARE AT A SUBSTANTIAL DISADVANTAGE IN THE HIRING PROCESS.

I HAVE REVIEWED THE ABOVE LIST OF ESSENTIAL JOB FUNCTIONS FOR A POLICE OFFICER AND 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 ACCOMMODATIONS.

DATE

SIGNATURE