

# UPPER MERION TOWNSHIP POLICE DEPARTMENT

## POLICE OFFICER PRELIMINARY APPLICATION

**Township of:** Upper Merion

**Position Title:** Patrol Officer

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### Minimum Requirements:

**Citizenship:** Citizen of United States of America

**Age:** Applicant must be 21 years of age on the day of the written test.

**Height & Weight:** The applicant's height & weight must permit the applicant to perform the essential functions of an Upper Merion Township Police Officer.

**Vision:** 20/70 uncorrected in better eye, correctable to 20/20.  
20/200 uncorrected in poorer eye, correctable to 20/40.  
Normal color and depth perception.

**Physical:** Applicant must pass a rigid physical examination and physical fitness test.

**Education:** Applicants must possess a high school diploma, or a G.E.D. Certificate; *plus* an Associate's Degree, or 60 semester credit hours in an accredited institution of higher education at the time of appointment. Applicants without an Associate's Degree may use one of the following waivers to reduce the 60-semester credit hour requirement. Only **one waiver** per candidate, as follows, is allowed:

- **60 semester credit hours** waived for those applicants with two full years as a full-time police officer as certified by the PA Municipal Police Officers' Education and Training Commission (MPOETC).
- **30 semester credit hours** waived for those applicants with two full years of any law enforcement experience that encompasses the powers of arrest under State or Federal law; e.g., Corrections Officer, Liquor Enforcement Officer, Board of Probation and Parole, Fish and Game Commission Officers. Determination of relevant law enforcement experience to be made by the Upper Merion Township Police Department on a case-by-case basis.
- **30 semester credit hours** waived for those applicants with at least two years of full active military duty with an Honorable Discharge.
- **A maximum of 15 semester credit hours** waived for those applicants who have successfully completed Act 120 training, as certified by the PA Municipal Police Officers' Education and Training Commission.

**Driver's License:** Must be licensed to operate a motor vehicle; or obtain a Pennsylvania operator's license prior to employment.

**Background:** An extensive background investigation will be conducted on all applicants considered for employment.

PLEASE TYPE OR PRINT WITH BLACK INK

1. Name: \_\_\_\_\_  
Last First Middle

2. Address: \_\_\_\_\_  
Street Apt. #  
\_\_\_\_\_ City State Zip

3. Phone Numbers: \_\_\_\_\_  
HOME: Area Code & Number CELL: Area Code & Number

4. Social Security Number: \_\_\_\_\_ 5. Email: \_\_\_\_\_

6. Do you have a valid Driver's License? Yes No  
If yes, what State \_\_\_\_\_ License Number \_\_\_\_\_

7. Will you be at least 21 years of age by August 21, 2023? Yes No

8. Are you a U. S. Citizen? Yes No

9. Are you Act #120 certified? Yes No  
(NOTE: Act 120 is not required to apply to UMPD)

10. Have you served in the Armed Forces? Yes No  
If Yes, Honorable Discharge? Yes No  
What Branch: \_\_\_\_\_ Service Dates: \_\_\_\_\_

Applicants must possess a high school diploma, or a G.E.D. Certificate; *plus* an Associate's Degree, or 60 semester credit hours in an accredited institution of higher education by the date of hire. (Note: If you do not have an Associate's Degree, no more than 15 credits applied to the 60 credit requirement may be from completion of Act 120 training)

11. Are you a High School Graduate? Yes No

12. Do you hold a G.E.D. Certificate? Yes No

13. Do you currently have an Associate's Degree or 60 semester credit hours in an accredited institution of higher education? Yes No

14. If your answer to #13 was No, do you qualify for any of the following waivers?  
Only one waiver may be used:

- **60 semester credit hours** waived for those applicants with two full years as a full-time police officer as certified by the PA Municipal Police Officers' Education and Training Commission (MPOETC).  
Yes No

Continued

- **30 semester credit hours** waived for those applicants with two full years of any law enforcement experience that encompasses the powers of arrest under State or Federal law; e.g., Corrections Officer, Liquor Enforcement Officer, Board of Probation and Parole, Fish and Game Commission Officer. Determination of relevant law enforcement experience to be made by the Upper Merion Township Police Department on a case-by-case basis.

Yes                  No

- **30 semester credit hours** waived for those applicants with at least two years of full active military duty with an Honorable Discharge.

Yes                  No

- **A maximum of 15 semester credit hours** waived for those applicants who have successfully completed Act 120 training, as certified by the PA Municipal Police Officers' Education and Training Commission.

Yes                  No

15. **If your answer to #13 was no, when do you expect to have an Associate's Degree or 60 semester credit hours?** \_\_\_\_\_

16. Attached to this application is a job description for the position of police officer.  
Are you able, without accommodations, to perform all of the functions of the position of police officer?

Yes                  No

If No, describe needed accommodations:  
\_\_\_\_\_

17. Attached to this application is section J-6-a of the Police Department's Policy on the appearance of Officers. After reading the section, are you able to conform to these restrictions?

Yes                  No

18. I hereby state that all the information set forth on this application is true and correct to the best of my knowledge. I understand that the statements made herein are subject to the penalties of PA Crimes Code Section 4904, related to unsworn falsifications to authorities.

**To digitally sign your application, you must first create a Digital ID (if you don't already have one). To create your ID follow these steps:**

1. Click Configure New Digital ID
2. Select Save to file.
3. Fill in your name and email address.
4. Create a password and save the file.
5. Enter the password you created to save your signed document.
6. Enter the date.
7. Click the Email Application Box to send your application.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

This **application must be received no later than 4:00 P.M. on Friday, MONTH DAY, 2023** at the Upper Merion Township Police Department, 175 W. Valley Forge Road, King of Prussia, PA 19406.

Applications may be hand delivered, submitted online, or emailed to: [umpdsubmitapp@umtownship.org](mailto:umpdsubmitapp@umtownship.org).

(Retain job description and information packet for your reference.)

Study guides for the written test are available at <https://www.applytoserve.com/study/>.

**Upper Merion Township is an equal opportunity employer.**

## **JOB DESCRIPTION**

<b>Township of:</b>	Upper Merion	<b>Position Title:</b>	Patrol Officer
<b>Department:</b>	Police	<b>Classification:</b>	Non-Exempt

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### **General Definition:**

The patrol officer position requires enforcement of state laws and local ordinances, maintenance of order, safety and the general welfare of the community. The incumbent in this position performs his/her duties in an assigned patrol area during a specific time period. The incumbent is responsible for conducting preliminary investigations of crimes, apprehension of criminal suspects, investigations of traffic accidents, enforcement of traffic and parking regulations and administering of first aid. Patrol officers also respond to a variety of miscellaneous incidents as assigned.

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### **Supervision Exercised:**

None

### **Supervision Received:**

Patrol Sergeant or Corporal

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### **Essential Job Functions (are functions actually performed on the job that are applied universally to all employees in this particular job function and if removed would fundamentally alter the job.):**

1. Have regular and predictable attendance
2. Exercise rational judgment
3. Qualify with firearms and other offensive and defensive weapons
4. Use physical force when necessary to control and arrest law violators
5. Drive emergency vehicles safely under stressful conditions.
6. Maintain the confidence and trust of peers, superiors, and citizens
7. Work independently of direct supervision
8. Work alone or closely with others
9. Observe patrol area for suspicious, disorderly or illegal activities, missing persons and hazardous conditions
10. Prepare detailed and accurate reports, criminal complaints and accident reports
11. Interview witnesses, complainants, and suspects
12. Interact with members of the business community and the public.

## **JOB DESCRIPTION**

**Township of:** Upper Merion

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### **Essential Job Functions (Cont'd)**

13. Carry/Move injured or ill persons or accident victims
  14. Administer first aid
  15. Investigate; traffic crashes, crime scenes, public complaints, and emergency situations
  16. Mediate domestic and neighborhood disputes
  17. Respond to alarms, other emergency calls for service
- 

### **Job Standards (Minimum qualifications needed to perform essential functions):**

- Read and comprehend Pennsylvania Vehicle Codes and Crime Codes.
  - Read and comprehend policy, procedures and code of conduct
  - React calmly and think rationally in emergency situations.
  - Communicate effectively verbally and in writing
  - Understand and carry out complex instructions.
  - Recognize non-standard activities, missing items/people, hazards, and details.
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### **Job Tasks Involving Physical Activity, Force or Endurance Required to perform the Essential Job Function:**

- Pursue fleeing suspects on foot
- Subdue resisting or attacking persons
- Use compliance or come-along holds to move persons
- Physically disarm persons
- Use hands or feet in weaponless defense
- Lift and/or carry hard to move objects or persons

## **JOB DESCRIPTION**

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### **Job Tasks Involving Physical Activity, Force or Endurance Required to perform the Essential Job Function: (Cont'd)**

Maintain balance on uneven or narrow surfaces

Sit in one position for extended periods of time

Stand in one position for extended periods of time

Walk for extended periods of time

Drag and/or pull hard to move objects or persons

Crawl in confined spaces or low areas

Push hard to move objects by hand

Use body force to gain entrance through barriers

Hold or support heavy objects

Possess excellent eye-hand-foot coordination and physical stamina.

Sit; reach at all levels; handle vehicle controls, firearms, and specialized equipment frequently.

Bend, crouch, kneel, climb, crawl, and perform fine manipulation when required.

Possess visual acuity (mid and far vision, depth perception, color vision, and field of vision continuously; near vision occasionally).

Withstand exposure to traffic hazards, adverse weather conditions, dust, slippery surfaces, high noise levels, irregular/extended work hours, job pressure/stress.

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### **Job Location (Place[s] where work is performed):**

Various locations within and outside Upper Merion Township and Police Administration Building.

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### **Equipment (Examples of machines, devices, tools, etc. used in job performance):**

Township emergency patrol vehicle; Sig Sauer 9mm handgun; patrol rifle; 12 gauge shotgun; Sage 37mm Less Lethal weapon; TASER, body armor; pepper spray (O.C.); portable radio; flashlight; handcuffs; personal protective equipment; expandable baton; Alcosensor; Accutrack; ESP speed device; body camera and in-car cameras; camera; flares; first aid supplies; oxygen tank; codes manual; telephone; computer; paperwork; mobile computer and automatic external defibrillator.

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### **Regular hours of Work:**

2,080 hours annually averaging 40-hour workweeks; 8 to 12 hour shifts, depending on assignment.

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### **Typical Examples of Work in Descending Order of Approximate Time Devoted to Each Task:**

- 40% Performing routine patrol in commercial, residential, and industrial areas. This includes the enforcement of traffic laws, parking regulations, local ordinances, and the apprehension and processing of criminals; and response to miscellaneous incidents as assigned.
- 15% Writing reports concerning preliminary investigations of criminal incidents, accident investigations, and other miscellaneous functions.
- 10% Communicating with the public, giving general advice and directions, and performing public relations duties, such as speaking engagements or demonstrations.
- 10% Conducting preliminary investigations at crime scenes including the collection of evidence and the interviewing of witnesses or victims.
- 6% Applying first-aid treatment to ailing or injured parties. Assisting ambulance crews in the performance of their duties.
- 4% Conducting a surveillance of high crime areas or specific persons, often in conjunction with investigation personnel.
- 4% Responding to fire alarms, actual fires, and other business alarms or other emergencies.
- 3% Attending in-service training classes or seminars, annual qualifications
- 3% Attending roll call and briefings with patrol supervisor or Investigations Division personnel.
- 2% Conducting investigations into vehicular crashes, performing traffic control activities.
- 2% Attending and testifying at court hearings and trials concerning traffic and criminal matters.
- 1% The checking of police equipment such as: vehicles, uniforms, and sidearms.

The percentages contained above are general estimates and will fluctuate according to shift worked and seasonal factors.

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### **Necessary Occupational Traits:**

**Knowledge:** State law and local ordinances, police policy, rules and procedures.

Detailed knowledge of Upper Merion Township, its highways, residential, businesses, industrial and recreational areas.

**Skills:** Use firearms and non-lethal force techniques and weapons

Emergency and defensive driving techniques.

First Aid and CPR techniques.

Effective oral and written communication

Basic typing and keyboarding

Effectively dealing with people in tense and stressful situations.

**Abilities:** To analyze emergency situations and respond appropriately.

To recognize potentially hazardous conditions and take or request corrective action.

Maintain certification in CPR, First Aid, Firearms and other defensive weapons

Acquire and maintain a current PA driver's license

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### **Minimum Requirements:**

**Citizenship:** Citizen of United States of America

**Age:** Applicant must be 21 years of age on the day of the written test.

**Height & Weight:** The applicant's height & weight must permit the applicant to perform the essential functions of an Upper Merion Township Police Officer.

**Vision:** 20/70 uncorrected in better eye, correctable to 20/20.  
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**JOB DESCRIPTION**

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**Minimum Requirements (cont'd):**

**Education:** Applicants must possess a high school diploma, or a G.E.D. Certificate; *plus* an Associate's Degree, or 60 semester credit hours in an accredited institution of higher education at the time of appointment. Applicants without an Associate's Degree may use one of the following waivers to reduce the 60-semester credit hour requirement. Only **one waiver** per candidate, as follows, is allowed:

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**Background:** An extensive background investigation will be conducted on all applicants considered for employment.

Prepared By:           Lt. Chris Bird          

Date:           March 5, 2015          

Approved By:           Chief Thomas M. Nolan          

Date:           March 5, 2015          

Approved By:           Captain James M. Early          

Date:           March 5, 2015

**APPEARANCE OF OFFICERS & EMPLOYEES OF UPPER MERION  
TOWNSHIP POLICE DEPARTMENT**

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**Section – J ( 6) a**

**Tattoos**

**All personnel are prohibited from displaying any tattoo on any part of their body that would be normally visible to the public while wearing any uniform of the day, including the short sleeve shirt.**

**\*\*\*No arm sleeves, wraps, cover-ups, bandages, etc., will be allowed to be worn in order to cover a tattoo visible while wearing the short sleeve shirt. It is not permissible to wear long sleeve shirts (winter shirts) all year long.\*\*\***