

**LEGAL NOTICE
EXAMINATION FOR CERTIFICATION AS ELIGIBLE
FOR APPOINTMENT TO POSITION OF POLICE
OFFICER FOLCROFT BOROUGH**

NOTICE IS HEREBY GIVEN of a competitive examination to be conducted by the Folcroft Borough Civil Service Commission to establish an eligibility list from which candidates may be certified for possible probationary appointment as Police Officers.

In order to satisfy the preliminary qualifications for examination, an applicant must: be a citizen of the United States; have reached their twenty-first (21st) birthday on or before the deadline for filing the application for examination; US Citizen; possess at the time of filing the application; a diploma from an accredited high school or a high school equivalency certification; evidence of successful completion of the Act 120 curriculum as administered by the Municipal Police Officers Education and Training Commission *or* be presently enrolled as a student in good standing in a certified municipal police academy; have a satisfactory result from an Act 57 clearance check, to be run by the Chief of Police or his/her designee; be physically and psychologically able to perform the essential functions of a Police Officer, in accordance with requirements established by the Civil Service Commission and other applicable laws; be of good moral character; and possess a valid Pennsylvania motor vehicle operator's license at the time of appointment.

All applicants shall submit with their completed applications the following documents: a photocopy of your driver's license; a photocopy of documentation certifying your high school diploma or equivalent; a photocopy of documentation certifying completion of Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission Act 120 training, or in the case of Pennsylvania State Troopers, documentation of completion of their Pennsylvania State Police Academy training; proof of citizenship (i.e. Birth Certificate, Passport); copy of MPOETC card if applicable; and if Veterans' Preference is being sought, a photocopy of your Honorable Discharge or DD-214 from the United States Armed Forces.

An applicant may be refused examination or, if examined, refused certification as eligible after examination, if he or she: is incapable of performing all the essential functions of the position with or without reasonable accommodation, is a habitual substance abuser, is guilty of any crime involving moral turpitude, or has been dismissed from public service for delinquency or misconduct in office.

Applicants meeting the above listed preliminary qualifications for the position of Police Officer will participate in a written examination which will take place on Wednesday April 10, 2025 at 9:00 am at Folcroft Borough Hall (799 E Ashland Ave Folcroft, PA 19032). The testing is based on MPOETC training and testing. Qualified applicants will be required to participate in a physical agility test based on MPOTEC testing (30%) on April 10, 2025 at 11am (rain or shine) at Academy Park Track (700 Coates Street, Sharon Hill Pa 19079). This is a PASS/FAIL physical agility test being proctored by certified physical fitness instructors, with the agility test comprising the MPOETC standards of 30 percentile. Exam consists of MPOETC physical agility test and must meet the standards associated with each of the four phases of that test. Applicants failing to satisfactorily complete any part of said test will be disqualified from further participation in the hiring process. All applicants must show valid photo identification before being allowed to take part in any testing.

Upon successful completion of the agility test, the examination procedure for applicants will consist

of a written and an oral examination which will each be graded on a one hundred (100) point scale. Only the applicants receiving a passing score on the written examination of seventy (70%) and passing agility test, as stated in the Folcroft Borough Civil Service Rules, will continue in the application process, and participate in the oral examination. A score of seventy (70%) or higher is necessary for passing the oral examination.

A comprehensive background investigation will be conducted on the top applicants to ensure a sufficient number of qualified applicants for each opening.

After a conditional appointment as a Police Officer, each candidate must submit to and pass medical and psychological examinations, including a drug screening. Any applicant who is found unable to perform, even with reasonable accommodations, the essential functions of a Police Officer, will be immediately disqualified from further consideration.

Any applicant entitled to Veterans' Preference points, pursuant to the Veterans' Preference Act, 51 Pa. C.S § 7104(a), and who qualifies as a "soldier" under this Act shall have ten (10) points added to his/her total score if he/she had received passing scores in all other areas of testing and qualification. Any applicant claiming veterans' preference shall be responsible for providing any and all relevant documents to the Commission.

The official application package may be obtained in person at the Folcroft Borough Police Station located at 799 E. Ashland Ave Folcroft, PA 19032 between 8:30 a.m. to 3:30 p.m., Monday through Friday. All applications must be returned in person. Applicants must show a valid driver's license at the time the completed application is returned.

Folcroft Borough is an Equal Opportunity Employer.

All applications must be returned by April 9, 2025 at 4:00pm, in person to the Folcroft Borough Police Department located at 799 E Ashland Avenue Folcroft, PA 19032.

APPLICATION FOR EMPLOYMENT

SWORN POLICE OFFICER



Folcroft Borough Police Department

APPLICATION FOR EMPLOYMENT: SWORN POLICE OFFICER

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Folcroft Borough considers applicants for police officer positions on the basis of merit and without regard to race, color, gender, religion, national origin, marital or military veteran status, sexual orientation, political party affiliation, or the presence of a medical condition or disability that, with or without reasonable accommodations, does not affect the applicant's ability to perform the essential functions of the position applied for.

Please read the following instructions carefully before filling out your application. The information you provide will be used to determine your qualifications for employment as a *Sworn Police Officer* of the Borough of Folcroft. It is important that you answer all questions on your application truthfully, fully, and accurately. Failure to do so may delay consideration of your application and could result in disqualifying you from further consideration.

In addition, you must read the ***Legal Notice of Examination*** and other documents contained in this application package to become familiar with our application process and procedures.

Your completed application form, along with the records listed below, must be returned to and received by 4:00pm on April 9, 2025 at the Police Department, as instructed in the official ***Legal Notice of Examination*** (unless requested, these records will not be returned):

- Copy of Discharge or Separation from military service, when applicable (DD-214);
- Copy of transcript of high school record (can be mailed in);
- Copy of high school diploma (unless transcript states that you have graduated);
- Copy of proof of graduation of Municipal Police Academy (ACT 120) or if applicable, Pennsylvania State Police Academy training (Applicant must be immediately certifiable as a Police Officer in Pennsylvania);
- Proof of Citizenship (i.e. Birth Certificate, Passport);
- Copy of Operator's License;
- Copy of MPOETC card, if applicable.

Allotment of Additional Points. Any applicant entitled to additional points as a result of military service will receive 10 additional points. Points will be added to the applicant's total score. ****Please note** applicants claiming points must provide proof, satisfactory to the Commission, by submitting certified copies of each document.

Photo Identification will be required when returning the completed application and prior to taking the physical agility and written examination.



EMPLOYMENT APPLICATION

FOLCROFT BOROUGH POLICE DEPARTMENT

799 E Ashland Ave.
Folcroft, Pa 19032



Application must be typewritten or printed legibly in ink. All questions must be answered. If space is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application with the additional information.

PERSONAL DATA				
Name (last, first, middle)				
Street Address		City	State	Zip
Home Phone		Cellular Phone	Email Address	
Social Security Number		Do you have a High School Diploma or GED? Yes ☐ No ☐		Do you have Act 120 Certification? Yes ☐ Year Certified _____ No ☐
Do you possess a valid operator's license? Yes ☐ No ☐		Operator's License Number / State	Police Academy Attended	MPOETC Certification Number
EDUCATION	Name and Location of School		Certificate or Degree Received	
High School				
College				
Trade or Graduate				
Other				
EMPLOYMENT HISTORY				
Dates (Month/Year)		Name and Address of Employer	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

Driver's License		List any past traffic violations you have received, beginning with the current one.			
Date		Violation	City	State	Outcome
		☐ ☐			
			☐ ☐	☐	☐

Criminal History		List your past Criminal Convictions, beginning with the current one.			
Date		Charges	City	State	Outcome

MILITARY SERVICE		
Did you ever serve in the United States Armed Forces?		Dates of Service (Month/Year):
Yes No		Entry: _____ Separation: _____
Branch of Service		Honorable Discharge? ☐
		Are you claiming Military Preference?
		Yes No

PAST RESIDENCES		List your past residences within the past 5 years, beginning with the current one.			
From	To	Number and Street	City	State	Zip

REFERENCES				
List below three persons not related to you, whom you have known at least one year.				
Name	Address	Phone Number	Relationship	Years Known

Attached to this application is the list of Duties and responsibilities for the position of Police Officer. Are you able, with accommodation, to perform all of the functions of the position of Police Officer?

Yes

No

I certify that the statements made by me in this application contain no falsifications, omissions, or concealment of material fact. I am aware that should an investigation disclose any willful misstatement, falsification, or concealment, my application will be rejected, my name removed from the eligible list, and, if already appointed, I may be dismissed from service.

SIGNATURE OF APPLICANT _____ DATE _____

PRINT NAME CLEARLY _____

Folcroft Borough is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, or national origin.

**AFTER YOU HAVE COMPLETED THIS APPLICATION,
TAKE IT TO THE FOLCROFT BOROUGH POLICE
DEPARTMENT, 799 E Ashland AVE, FOLCROFT PA. 19032**

FOLCROFT POLICE DEPARTMENT POLICE OFFICER DUTIES AND RESPONSIBILITIES

- Exercise authority consistent with obligations imposed by their oath of office and be accountable to command officers and their supervisors, promptly obeying all legitimate orders.
- Be responsible for the efficient performance of their duties in conformity with the policies of the agency.
- Maintain harmonious relationships with their associates by courteous and considerate demeanor, guarding themselves against envy, jealousy, or other unfriendly feeling and refraining from all unfriendly communication to the discredit of others.
- Coordinate their efforts with those of other officers and employees of the agency so that their teamwork may ensure continuity of purpose and maximum achievement of the police objectives.
- Communicate to their supervisor and other officers all information which is pertinent to the achievement of the police objectives.
- Patrol a designated geographic area in an assigned police patrol vehicle.
- Prevent disorders and the commission of crimes and quasi-criminal activities and offenses.
- Enforce traffic and parking regulations, direct traffic, answer calls for service and citizen complaints, investigate motor vehicle and other accidents.
- Selectively check businesses after normal working hours and buildings known to be unoccupied for any signs of tampering or suspicious circumstances, investigating and reporting any problems.

FOLCROFT POLICE DEPARTMENT POLICE OFFICER DUTIES AND RESPONSIBILITIES (cont.)

- Be alert to the Borough's responsibility to keep public highways, streets, sidewalks, and all public ground free from hazardous conditions and, if necessary, make an immediate correction or notify the proper agency.
- At the scene of a crime or accident, administers first-aid, conducts preliminary investigations, locates witnesses, takes initial statements, and lays the groundwork for follow-up investigation work.
- Preserve crime scenes and locate physical evidence.
- Make arrests and prepare detailed reports in preparation to testifying and presenting evidence in the courts.
- Fingerprint and photograph arrestees when necessary.
- Give advice, assistance, and general information to the public.
- Attend assigned training classes and programs.
- Assist in records keeping duties.
- Provide prompt and adequate assistance to all sick, injured, or destitute persons.
- Perform other related duties as may be required.

I, _____ (print name), have reviewed the
above Folcroft Borough Police Department Police Officer Duties and responsibilities.

Signature of Applicant

Date

Applicant's Acknowledgments

I hereby certify that all information provided in this application is true and correct, and I acknowledge that:

- I hereby authorize investigation of all statements and information provided in this application and of my character and reputation in general, in arriving at a decision regarding this application for employment.
- I have been furnished with a copy of the Legal Notice of Examination to fill position vacancies in the Folcroft Borough Police Department and hereby agree to abide with all the conditions stated therein.
- I agree, if appointed, to abide by all such rules and regulations and by any amendments thereto adopted, and by such administrative and disciplinary regulations of the police department and of the Borough in general, as may be provided in the Department Policy Manual.
- I understand that as part of this application process I am required to successfully pass, and I hereby agree to take physical agility tests, a competitive written examination, an oral examination, a comprehensive medical examination (including drug screening), a psychological examination and an extensive background investigation including a credit check, all prior to being hired as a probationary police officer.

Verification

I, _____ (print name), affirm that the application is completed truthfully and the facts on this application are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to the penalties of 18 Pa.C.S.A. § 4904, Relating to Unsworn Falsification to Authorities.

Signature of Applicant

Date

PHYSICAL & PSYCHOLOGICAL FITNESS STANDARDS

The Civil Service Commission Rules and Regulations and the Administrative Code of the Borough of Folcroft require all applicants for any police officer position within the police department, as a condition of employment, to be physically and mentally fit for the performance of the duties as a police officer. Good physical and mental fitness are necessary for: protecting life and property; enforcing criminal and traffic laws; preventing such crime; preserving the public peace; apprehending person(s) suspected of having committed a crime; and carrying out the other duties and responsibilities of a police officer.

No applicant will be placed in any police officer position until a medical doctor certifies that the applicant is free from any physical or mental disability that might incapacitate him/her from discharging the essential duties and responsibilities for this position. An appointed police officer also must, as a condition of continued employment, maintain an acceptable level of physical and mental fitness throughout his/her active career. Such good fitness is beneficial to the officer, his/her family, and the Folcroft Community, which the officer is appointed to serve. Failure to maintain satisfactory levels of physical and mental fitness will subject the appointed officer to, depending upon the nature and causes, referral for appropriate medical treatment and/or disciplinary action, up to and including termination of employment.

PHYSICAL AGILITY & ENDURANCE TEST STANDARDS

All applicants for a position in the police department are required to demonstrate their physical agility and endurance by successfully performing the minimum-level tests described below, within the prescribed time limits. These tests provide the Borough with evidence of the applicant's ability to carry out his/her essential job duties and responsibilities. These physical agility tests will be graded on a pass/fail basis for every applicant.

TESTING PROCEDURES

All applicants who participate in the physical agility tests are required to sign a statement releasing Folcroft Borough and other testing parties from any liability for any injury incurred by the applicant in travelling to, from, and/or in participating in any of the physical agility tests. The physical agility test will start promptly at 11 am on 4-10-2025, **rain or shine**. Applicants will park in the rear parking lot and report to the outdoor track. **Applicants must bring driver's license with them.** Applicants must pass all four phases of the physical agility test. Only those applicants who complete and pass all four phases of the physical agility test will be permitted to take the written exam. The four phases of the agility test are:

<i>One Minute Sit Ups</i>	<i>as per Cooper Standards (30th percentile)</i>
<i>300 Meter Run</i>	<i>as per Cooper Standards (30th percentile)</i>
<i>One Minute Push Ups</i>	<i>as per Cooper Standards (30th percentile)</i>
<i>1.5 Mile Run</i>	<i>as per Cooper Standards (30th percentile)</i>

Entrance Exam (30% Cooper)	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Sit Ups (1 Minute)	35	32	27	21	17	30	22	17	12	4
300 Meter Run (Time, secs)	62.1	63.0	77.0	87.0		75.0	82.0	106.7		
Push Ups (1 Minute)	26	20	15	10	8	13	9	7		
1.5 Mile Run (Time, mins:secs)	13:16	13:46	14:34	15:58	17:38	15:52	16:38	17:22	18:59	21:20

INFORMED CONSENT

PHYSICAL AGILITY TESTS

Folcroft POLICE DEPARTMENT

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.

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, 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. 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 the Folcroft Borough Police Department, its testers, trainers, helpers and other participants and persons who will be assisting in this testing, whether employees of the Folcroft Police Department or independent contractors or consultants, Borough of Folcroft, and any affiliated officers or employees, 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 I 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

AUTHORIZATION TO RELEASE INFORMATION

Date: _____

To whom it may Concern:

I have made application for the position of Police Officer in the Borough of Folcroft, Delaware County, Pennsylvania. This letter shall constitute formal authorization to you to disclose to the Borough of Folcroft or its duly authorized employees or agencies, any and all information which they may request concerning my appointment, background or any and all information which, they, in their discretion may deem appropriate.

Your assistance in providing them with this information is sincerely appreciated.

Sincerely,

AFFIDAVIT

State of: _____

County Of: _____

Before me personally appeared _____ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose thereof.

Sworn and subscribed to before me this

_____ Day of _____, 20

Notary Public



FOLCROFT BOROUGH POLICE DEPARTMENT

799 E Ashland Ave Folcroft, Pa. 19032

Business # (610) 522-1300

Fax # (610) 532-3777

Police Civil Service Examination

APPLICANT CHECKLIST

- (1) Proof of Identification []
- (2) High School Diploma/Equivalent []
- (3) Act 120 Training (Diploma/Grade Sheet) []
- (4) Honorable Discharge or DD214 (If Applicable) []
- (5) Signature required on the following:
 - Completed Application []
 - Duties and Responsibilities []
 - Applicant's Acknowledgements []
 - Informed Consent (Physical Agility) []
- (6) Notarization of Authorization to Release []

Please Note: You must provide telephone contact numbers for all references, both personal and professional.

The Borough of Folcroft is an Equal Opportunity Employer.



FOLCROFT BOROUGH POLICE DEPARTMENT

799 E. Ashland Ave. Folcroft, Pa. 19032

Business # (610) 522-1300

Fax # (610) 532-3777



Police Civil Service Examination

The Borough of Folcroft is accepting applications for the position of Full Time Police Officer. Applications can be obtained from the Folcroft Borough Police Department, 799 E Ashland Ave Folcroft Pa 19032 beginning Monday March 10, 2025. The applications are available Monday through Friday between the hours of 8:30 am and 3:30 pm.

All Completed applications must be returned to the Folcroft Borough Police Department (799 E Ashland, Folcroft, Pa 19032) no later than 12:00 Pm on Wednesday April 9, 2025.

Written examination with will take place on Wednesday April 10, 2025 at 9:00 am at Folcroft Borough Hall (799 E Ashland Ave Folcroft, PA 19032). The testing is based on MPOETC training and testing.

Qualified applicants will be required to participate in a physical agility test based on MPOTEC testing (30%) on April 10, 2025 at 11am (rain or shine) at Academy Park Track (700 Coates Street, Sharon Hill Pa 19079). This is a PASS/FAIL physical agility test being proctored by certified physical fitness instructors, with the agility test comprising the MPOETC standards of 30 percentile. All applicants must show valid photo identification before being allowed to take part in any testing.

Applicants passing both exams will move onto the next stage, which are oral interviews. The passing applicants will be contacted by the Chief of Police of the date and time of their interview.

General Requirements:

- At least 21 years of age as of the date of filing April 9, 2025
- U.S. Citizen, Physically and Mentally Fit
- High School Diploma or GED equivalent
- Current Act 120 Certification or Act 120 certified by date of appointment
- No Disqualifying Criminal History

The Borough of Folcroft is an Equal Opportunity Employer.