

CITY OF LOWER BURRELL

POLICE OFFICER APPLICATION PACKAGE

APPLICATION INCLUDES:

Questionnaire

APPENDIX A: Notification Procedure Release

APPENDIX B: Waiver and Release for Background Investigation

APPENDIX C: Summary of Your Rights under the Fair Credit Reporting Act

APPENDIX D: Fair Credit Reporting Act Authorization

APPENDIX E: Description of Essential Duties of a Police Officer

GENERAL INSTRUCTIONS: This application consists of several sections: a questionnaire; a Notification Procedure Release; a Waiver and Release for Background Investigation; a Summary of Your Rights under the Fair Credit Reporting Act; a Fair Credit Reporting Act Authorization; and a Description of Essential Job Functions. Each one of these sections must be completed in order for the City of Lower Burrell to accept the application as complete. Print (do not type) an answer to each question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. DO NOT MISSTATE OR OMIT MATERIAL FACT SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. ANY FALSIFICATION OR FAILURE TO DISCLOSE ANY PERTINENT INFORMATION WILL BE CAUSE FOR IMMEDIATE DISQUALIFICATION FROM FURTHER TESTING.

QUESTIONNAIRE

1. _____ 2. _____
Last Name First Name Middle Name Social Security Number

3. _____ 4. _____
Alias(es), Nickname(s) Maiden Name, Other Changes in Name Telephone Number

5. _____
Present Residence Address Street/City/State/Zip Code

6. _____
U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court

7. _____
Residence: List all for the past ten years beginning with current

| Month & Year From To | Address | With whom did you live? Where are they now? |
|-------------------------|---------|--|
|-------------------------|---------|--|

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

| Relationship | Name | Address If Living |
|--------------|------|-------------------|
|--------------|------|-------------------|

Father _____

Mother _____

9. 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?

10. CONVICTION AND/OR CHARGED OF CRIME.

Have you ever been convicted and/or charged of a misdemeanor, felony or greater criminal violation? (Yes/No) If yes, state violation, court of jurisdiction, charging agency and date of conviction/charge.

11. FINANCIAL STATUS.

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: |
|--|------------------|
| | |
| | |
| | |
| | |
| | |

12. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.

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

13. 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?

_____ Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee?

_____ 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?

_____ 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.

14. EDUCATION.

A. List all elementary, junior high and high schools attended. .

| Name | Address | City | Zip | Graduated Yes/No |
|------|---------|------|-----|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

| Name | City | Zip | Years Attended | Credit Hours Semester/Quarter | Degree Rec'd |
|------|------|-----|----------------|----------------------------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Major and Minor Courses.

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

15. 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.

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.)

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.)

16. FOREIGN LANGUAGE. Enter language and indicate fluency.

| Language | Reading | Speaking | Understanding | Writing |
|----------|---------|----------|---------------|---------|
| | | | | |
| | | | | |

17. FOREIGN TRAVEL. Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

| Dates | Country | Purpose of Travel |
|-------|---------|-------------------|
| | | |
| | | |

18. HOBBIES AND SPORTS.

| Name | Length of Participation | Level of Proficiency |
|------|-------------------------|----------------------|
| | | |
| | | |

19. EMPLOYMENT. Begin with your most recent job and list your work history for the past 10 years, including part-time, temporary, or seasonal employment and all periods of unemployment. **ALSO LIST ALL POLICE DEPARTMENTS/LAW ENFORCEMENT AGENCIES YOU HAVE APPLIED FOR IN THE LAST FIVE (5) YEARS.**

| From Date | Name, Address, and Phone Number of Employer | Job Title | Reason for leaving |
|--------------------|--|-----------------------|--------------------|
| | | | |
| To Date | | Description of Duties | |
| | | | |
| Name of Supervisor | | Name of Co-Worker | |

| | | | |
|-----------------------|--|-----------------------|--------------------|
| From Date | Name, Address, and Phone Number of Employer | Job Title | Reason for leaving |
| | | | |
| To Date | | Description of Duties | |
| | | | |
| Name of Supervisor | | Name of Co-Worker | |

| | | | |
|-----------------------|--|-----------------------|--------------------|
| From Date | Name, Address, and Phone Number of Employer | Job Title | Reason for leaving |
| | | | |
| To Date | | Description of Duties | |
| | | | |
| Name of Supervisor | | Name of Co-Worker | |

| | | | |
|-----------------------|--|-----------------------|--------------------|
| From Date | Name, Address, and Phone Number of Employer | Job Title | Reason for leaving |
| | | | |
| To Date | | Description of Duties | |
| | | | |
| Name of Supervisor | | Name of Co-Worker | |

If additional employer blocks are needed, 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.

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

20. MILITARY STATUS.

Yes No

Have you ever served in the U.S. Armed Forces?

If yes, attach photostatic copy of discharge or separation papers.

Do you claim veterans' preference?

If yes, include a copy of your DD 214.

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, list date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident. Use separate sheet to record this information.

B. Are you presently a member of a U.S. Reserve or State Guard organization? If yes, complete the following:

Grade and Service No.: _____

Service and Component: _____

Organization and Station or Unit and Address: _____

Indicate reserve obligation and status, if any.

21. SELECTIVE SERVICE. (Please provide a copy of your Discharge Papers – DD 214)

Last Classification: _____

Selective Service No.: _____

Date: _____ Local Board: _____

Address: _____

Commanding Officer will be contacted and questioned, on the applicants current/past standing, ie, disciplinary issues, anticipated date of discharge, and any other relevant information pertinent to military status. Any fraudulent and/or fictitious will be immediate grounds for further testing.

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

| Name | Address | Home Phone | Work Phone | Years Known |
|------|---------|------------|------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

23. 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, provide details.

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

Verification

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that the information I have provided in the application is true and correct to the best of my knowledge, belief and are made in good faith. 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.

Signature of Applicant

Date

APPENDIX A

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 City of Lower Burrell Police Department.

If conventional methods fail in attempting to contact the applicant a certified or 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 Lower Burrell Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges reading and understanding the contents of this procedure.

Date

Signature

APPENDIX B

Waiver and Release for Background Investigation

I, _____, am presently applying for employment as a police officer with the City of Lower Burrell, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education, and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to the City of Lower Burrell.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history to the City of Lower Burrell, and I further authorize the release of such information upon request to any representative of the City of Lower Burrell. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of the City of Lower Burrell, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the City of Lower Burrell to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting the City of Lower Burrell to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the City of Lower Burrell in determining my suitability for employment as a police officer. It is my specific intent to provide the City of Lower Burrell with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, 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 all former employers identified in my employment application, and, if applicable, then-elected and appointed officials, employees and agents 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 all former employers identified in my employment application, and, if applicable, 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 information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of the City of Lower Burrell, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the City of Lower Burrell the right to thoroughly investigate my background, previous employment, education, and references in order to ascertain my suitability for service as a City of Lower Burrell employee. I release, discharge, indemnify, and hold harmless the City of Lower Burrell, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any claims, damages, losses, and expenses of whatever kind in law or in equity, including attorney's fees, which may at any time result to me, my heirs, successors, assigns, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by the City of Lower Burrell in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the City of Lower Burrell may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year 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 release, indemnify, and hold harmless the person to whom this request is presented, as well as his 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.

Date _____

Signature _____

APPENDIX C

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you a name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

| Type of Business | Contact |
|---|---|
| <p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p> | <p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p> |
| <p>2. To the extent not included in item 1 above</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Non-member Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p> | <p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p> |
| <p>3. Air Carrier</p> | <p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p> |
| <p>4. Creditors Subject to the Surface Transportation Board</p> | <p>Office of Proceeding, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p> |
| <p>5. Creditors Subject to the Packers and Stockyards Act 1921</p> | <p>Nearest Packers and Stockyards Administration area Supervisor</p> |
| <p>6. Small Business Investment Companies</p> | <p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416</p> |
| <p>7. Brokers and Dealers</p> | <p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p> |
| <p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p> | <p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p> |
| <p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p> | <p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p> |

APPENDIX D

FAIR CREDIT REPORTING ACT AUTHORIZATION

PLEASE TAKE NOTICE that one or more credit reports pertaining to you may be obtained for employment purposes pursuant to the Fair Credit Reporting Act, as amended, 15 U.S.C. § 1681 *et seq.* Should a decision to take any adverse action against you be made, based either in whole or in part on the consumer credit report, the consumer reporting agency that provided the report played no role in the decision to take such adverse action.

By signing below, you authorize the City of Lower Burrell to obtain one or more credit reports pertaining to you from consumer reporting agencies for employment purposes. You also confirm that you understand that information contained in those records may be used by Lower Burrell for employment purposes, and you agree to permit Lower Burrell to use those records for such employment purposes. You further acknowledge that you have been provided a Summary of Rights under the Fair Credit Reporting Act along with this consent form.

(Print Name)

(Date)

(Signature)

APPENDIX E

ESSENTIAL DUTIES, FUNCTIONS, AND TASKS OF A POLICE OFFICER

CORE JOB DESCRIPTION:

JOB TITLE: PATROL OFFICER

The following core job description, including the **General Statement of Duties** and outline of the **Essential Functions and Tasks**, is recognized by the Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission as required for the job title of **Patrol Officer** for individuals who are employed as police patrol officers in the Commonwealth of Pennsylvania. **Please read this description and provide the required information listed at the end of this description.**

GENERAL STATEMENT OF DUTIES:

Under regular and close supervision, City of Lower Burrell Police Department Patrol Officers shall provide basic law enforcement services, as detailed below under **Essential Functions and Tasks**, to the community and people of the City of Lower Burrell while in compliance with governing federal, state and local laws.

ESSENTIAL FUNCTIONS AND TASKS:

A. Essential Function – Respond to and Conduct Initial Investigations of Various Crimes and Events

Essential Tasks:

1. Secure crime scene i.e. establish security perimeter.
2. Protect and preserve evidence.
3. Tag confiscated properties.
4. Review facts of case to determine whether case is criminal or civil matter.
5. Exercise discretion (choice) in selecting appropriate police action.
6. Interview complainants, witnesses, etc.
7. Interrogate/Interview suspects.
8. Listen closely to interviewee, suspect, etc. to ensure full understanding of person's words.
9. Review records and pictures to identify suspects.
10. Control spectator/media access at scene of police incident.
11. Describe persons to other officers (e.g., suspects, missing person).
12. Direct actions of law enforcement or public service personnel arriving to assist.
13. Recognize and define elements of individual criminal charges.

B. Essential Function – Protect Crime Scene and Collect Evidence and Information

Essential Tasks:

1. Examine evidence from crime scene to determine relevance.
2. Collect evidence and property from crime scene.
3. Package (bag and tag) evidence and recovered property.
4. Analyze crime scene to determine need for specialist processing.
5. Fill out forms to document chain of custody of evidence.
6. Locate witnesses to a crime.
7. Fill out seized property inventory.

C. Essential Function – Arrest and Detain Persons**Essential Tasks:**

1. Advise persons of constitutional (Miranda) rights.
2. Apprehend and place juvenile offenders in custody.
3. Conduct field or scene one-on-one “field identification” with victim or witness to identify a suspect.
4. Book persons in custody by completing arrest and related forms.
5. Examine physical condition/appearance of prisoners and/or persons in custody to assess need for medical attention.
6. Execute arrest warrants.
7. Escort (walk) persons in custody to various destinations, e.g. medical facility, court, etc.
8. Arrest persons with a warrant.
9. Arrest persons without a warrant.
10. Handcuff suspects or prisoners.
11. Guard arrested persons outside of detention/medical/other facilities.
12. Conduct field interview of suspicious person.
13. Recognize signs of suicide risk in prisoner/arrested person.
14. Plan and organize service of Arrest Warrant.
15. Obtain arrest warrant and/or make proper return.
16. Use force as necessary and appropriate in apprehension of criminal suspects.

D. Essential Function – Conduct Search and Seizure**Essential Tasks:**

1. Conduct full search of arrested persons.
2. Conduct frisk or pat down.
3. Search automobile under independent probable cause.
4. Search automobile incident to arrest.
5. Seize contraband, weapons, and stolen property from suspects.
6. Detain and search person at gunpoint.
7. Request verification of warrants before execution.

E. Essential Function – Provide Emergency Services and Assistance

Essential Tasks:

1. Observe persons in custody to determine whether they are intoxicated or in medical distress, mentally ill, mentally handicapped, etc.
2. Take mentally impaired persons into custody for their own protection or that of others (Mental Health Act – 302 Commitments).
3. Contact Mental Health resource (program, facility, etc.) to obtain help for disturbed person.
4. Administer cardio-pulmonary resuscitation (CPR).
5. Apply basic first aid
6. Help evacuate buildings and surrounding areas in response to threat of fire, explosion, e.g. bomb, natural gas, etc.
7. Use protective gear to prevent contact with infectious diseases, blood-borne pathogens, etc.
8. Put on and take off emergency protective gear; e.g. breathing apparatus, gown, gloves, etc.
9. Observe individual to recognize signs of mental illness.
10. Take control of publicly intoxicated/disruptive person.
11. Place barricades on roadway to protect or secure area, vehicle, etc.
12. Talk with persons attempting to commit suicide to get them to delay or stop their attempt.
13. Transport mental patients.
14. Enforce protective order under Protection from Abuse Law.
15. Respond to and control scene involving barricaded subject.

F. Essential Function – Respond to and Conduct Investigation of Motor Vehicle Accidents

Essential Tasks:

1. Inspect vehicle involved in accident to assess damage, cause, etc.
2. Search for and collect physical evidence at motor vehicle accident scene.
3. Investigate motor vehicle accident to determine causes or factors contributing to an accident.
4. Collect facts of motor vehicle accident to determine charges.
5. Determine whether accident is reportable or non-reportable.
6. Hand sketch diagram of motor vehicle accident.
7. Identify and interview owners and others involved in motor vehicle accident.
8. Locate and interview witnesses to motor vehicle accidents.
9. Protect physical evidence at motor vehicle accident scene to ensure collection.
10. Issue citation for violation in a motor vehicle accident.
11. Determine point or area(s) of impact or point or areas(s) of motor vehicle accident.
12. Direct traffic scene of accident investigation.
13. Follow agency procedures or state statutes to impound and inventory vehicles.

14. Assess need for and organize emergency assistance for motor vehicle accident (e.g., wrecker, ambulance).
15. Determine accurate geographical direction(s) of vehicles/vessels involved in traffic accident.

G. Essential Function – Enforce DUI and Other Commonwealth Motor Vehicle Laws

Essential Tasks:

1. Review/consider facts of case and State Motor Vehicle code to select most appropriate charge and/or enforcement action.
2. Fill out forms to obtain blood sample from DUI suspect.
3. Explain local traffic ordinance to violator.
4. Administer field sobriety test, e.g. PBT, Standardized Field Sobriety Test, etc.
5. Arrest DUI suspects.
6. Observe operator's eyes, body movements, actions, etc. to evaluate his capability to operate vehicle.
7. Complete DUI arrest reports.

H. Essential Function – Operate Emergency Vehicle

Essential Tasks:

1. Engage in high-speed pursuit operating in congested area.
2. Engage in high-speed response operating in congested area.
3. Engage in high-speed pursuit operating on open road.
4. Engage in high-speed response operating on open road.
5. Operate patrol vehicle in driving rain.
6. Operate patrol vehicle on dirt/gravel covered road.
7. Operate patrol vehicle on ice/snow covered road.
8. Operate patrol vehicle at night.
9. Read violator vehicle license plate registration while operating police vehicle.
10. Operate appropriate vehicle to transport prisoners.

I. Essential Function – Execute Motor Vehicle Stop and Investigate Occupants

Essential Tasks:

1. Execute felony motor vehicle stop.
2. Investigate suspicious vehicle.
3. Activate emergency equipment and direct violator vehicle out of moving traffic to execute traffic stop.
4. Look for and identify suspect vehicle by color and description.
5. Execute stop of motor vehicle and approach and talk to operator and passengers.
6. Watch occupants of stopped vehicles to identify unusual or suspicious actions.
7. Stop vehicles to investigate, warn or arrest occupants.

J. Essential Function – Use Physical Force and Exertion to Perform Duties

Essential Tasks:

1. Break up fights between two or more persons.
2. Carry by yourself an immobile child.
3. Carry by yourself an immobile adult.
4. Carry with someone else an immobile child on a stretcher or other device.
5. Carry with someone else an immobile adult on a stretcher or other device.
6. Drag by yourself an immobile child.
7. Drag by yourself an immobile adult.
8. Drag with someone else an immobile child.
9. Drag with someone else an immobile adult.
10. Crawl under an obstruction.
11. Jump down from a height.
12. Climb over a fence.
13. Climb through a window or other such opening.
14. Push a motor vehicle out of a lane of traffic with another person.
15. Jump across ditch or other such obstacle.
16. Lift while in a stationary position a heavy object or person.
17. Pull person out of a vehicle through window or open door to effect rescue.
18. Sprint at full speed (less than 300 yards).
19. Run upstairs.
20. Run downstairs.
21. Use holds or devices to control or take suspect down.
22. Tackle a fleeing suspect.
23. Subdue physically attacking person.
24. Use weaponless defense tactics.
25. Subdue person resisting arrest.
26. Stand for more than half of work shift.
27. Walk for more than half of work shift.
28. Use body pressure points to control person.
29. Bend over/kneel to search under vehicle.
30. Grip person tightly to prevent escape/control movement.
31. Disarm violent armed suspect.
32. Pull person out of vehicle who is resisting arrest.
33. Climb stairs in multiple story buildings.
34. Strike person with straight baton.
35. Use submission holds to control person.
36. Twist at waist to direct traffic.
37. Hold person upright to prevent their falling, e.g. drunk.
38. Support person while walking to prevent their falling.
39. Bend/kneel to apply shackles, cuffs, etc.
40. Use chemical/OC spray to control person(s).

K. Essential Function – Develop and Maintain Positive Community and Interpersonal Relations

Essential Tasks:

1. Talk with people on beat, patrol area, district, etc. to establish positive relationship.
2. Talk with families of juvenile suspects or defendant to advise, notify, counsel, etc.
3. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
4. Maintain courteous relationship with citizens to foster positive relationship.
5. Behave in a positive and fair manner to develop and maintain trust relationship with citizenry.

L. Essential Function – Write and Read Reports and Other Work Related Documents and Materials.

Essential Tasks:

1. Prepare arrest-related paperwork, e.g. Criminal Complaints and Affidavits, Incident Report, Custody Form, Statements, etc.
2. Describe in written form the location of physical evidence at scene.
3. Summarize in writing the statements of witnesses and complainants.
4. Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental follow-up reports).
5. Write field notes to record actions, interviews, etc.
6. Prepare written reports to record injuries to prisoners or persons in custody.
7. Review facts of case to identify elements and ensure proper charges.
8. Read court and legal papers to determine meaning and proper law enforcement response, e.g. protection from abuse, etc.
9. Read and comprehend Pennsylvania Crime Code.
10. Read and comprehend Pennsylvania Vehicle Code.
11. Read and comprehend departmental bulletins.
12. Read and comprehend training manuals, e.g. handouts.
13. Read and comprehend department rules and regulations, policies and procedures, and operations manuals.
14. Read and comprehend textbooks on policing or legal matters.
15. Read and comprehend Pennsylvania Rules of Criminal Procedure.
16. Read and comprehend technical and Owner's Manuals for Assigned Equipment.
17. Read and comprehend legal documents, e.g. orders, pleadings, etc.
18. Read and comprehend judicial case law.
19. Read and comprehend witness's affidavits, sworn statements and testimony.
20. Read and comprehend road signs, controls, and markings.
21. Read/Review warrants and affidavits to ensure completeness and accuracy.
22. Read, comprehend, and maintain copy of Department Policy and Procedure and apply same to law enforcement practices.

M. Essential Function – Present Evidence and Testimony

Essential Tasks:

1. Confer with prosecutor prior to testimony regarding case.
2. Present evidence and testimony in legal and administrative proceedings, e.g. Preliminary Hearing, Trial, etc.
3. Read/Review case reports and notes to prepare court testimony.

N. Essential Function – Intervene in and Control Human Conflicts

Essential Tasks:

1. Use voice and words to calm a situation, send message, etc.
2. Speak plainly/clearly to encourage understanding.
3. Maintain control of one-self as many people speak to you simultaneously.
4. Communicate with people from diverse backgrounds to instruct, explain, obtain information, etc.
5. Use body language to project control and influence situation.
6. Observe person's body language to assess attitude, intentions, etc.
7. Use voice commands to project control and direct action.
8. Restrain unruly or violent individuals; remove from public areas and effect arrest if necessary.
9. Control hostile groups (e.g. demonstrators, rioters or bar patrons, social gatherings).
10. Speak confidently to project control, self-assurance, etc.
11. Maintain personal calm to prevent making situation worse.
12. Offer alternatives to resolve conflict between disputants.
13. Speak to hostile groups to quiet them.

O. Essential Function – Use Deadly Force

Essential Tasks:

1. Discharge firearm at person (not including training).
2. Discharge firearm in low light conditions, e.g. at night, in darkened room, etc. (not including training).
3. Discharge firearm from protective cover position (not including training).
4. Draw weapon to protect self or third party.
5. Clear malfunction of various firearms (not including training).
6. Reload firearms under combat conditions (not including training).
7. Fire weapon in dark environment while using flashlight (not including training).
8. Participate in firearms training.
9. Clean and inspect weapon.
10. Participate in firearm training to satisfy qualification standards.
11. Discharge shoulder weapons, e.g. rifle, shotgun, etc. (not including training).

P. Essential Function – Perform General Patrol Duties

Essential Tasks:

1. Consider ethical standards while performing law enforcement duties.
2. Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.
3. Perform law enforcement duties in all weather and temperatures.
4. Patrol locations which are potentially physically hazardous (e.g., construction site)
5. Issue citations for non-traffic offenses (e.g., local ordinances and state laws).
6. Use police radio equipment to communicate
7. Search for person in darkened building or environment.
8. Use flares to safeguard scene.
9. Use flashlight, illuminated baton or hand signals to direct traffic.
10. Observe moving vehicles to identify possible criminal activity, e.g. drug interdiction.
11. Use hand signals to direct pedestrian and vehicular traffic.
12. Inspect patrol vehicle for weapons and contraband (e.g., before and after prisoner transport, shift change, etc.).
13. Monitor department radio communications to stay aware of police activity.
14. Deliver emergency messages (e.g., injuries, death).
15. Transport juveniles to home or detention facility as appropriate.
16. Pick up and process mental patients.
17. Remove, pursuant to court order, persons on premises illegally.
18. Hold flashlight while performing various law enforcement duties.

I have reviewed the above information of essential functions and tasks required for employment as a City of Lower Burrell Police Officer and believe that:

_____ I can fully perform all duties with or without reasonable accommodations.

_____ I cannot fully perform all duties even with accommodations.

Date _____ Signature _____