

**POLICE OFFICER & FIREFIGHTER
CIVIL SERVICE EXAMINATION**

Plains Township will be conducting a Civil Service Examination to prepare a Civil Service List of Eligible Applicants. These applicants will be considered by the Plains Township Board of Commissioners for the positions of Police Officer and Firefighter.

Applications are available at the Plains Township Municipal Building located at 126 North Main Street, Plains. The business office is open from 8:00 A.M. to 4:00 P.M. every weekday with the exception of Wednesday when it is open from 8:00A.M to 6:30 P.M. Please note that the office is closed on holidays. In order to be eligible for the examination, completed applications must be received by the Civil Service Commission no later than 4:00 P.M. on March 31, 2023. All sections of the applications must be completed and notarized wherever a signature is required in order to be accepted by the Civil Service Commission and for the applicant to be permitted to participate in the examination process. The Business Office is the exclusive point of submission. The Civil Service Commission assumes no responsibility for late submissions.

Applicants for the Police Officer position shall be at least 18 years old and possess a diploma from an accredited high school or a state recognized equivalent. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the duties prescribed, and prior to employment possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. Applicants who are not Act 120 certified can apply and take the physical, written, and oral examinations, but they must possess the Act 120 certification prior to the date of appointment. All documentation must accompany the application.

Applicants for the Firefighter position shall be at least 18 years old and possess a diploma from an accredited high school or a state recognized equivalent. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the duties prescribed, and prior to employment possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. Firefighter applicants must have completed an Essentials in Firefighting Course, and possess current Department of Health Emergency Responder Certification. All documentation must accompany the application.

Every applicant must successfully pass a Physical Agility Test which will be administered on April 22, 2023 in order to be eligible to participate in the Written Examination. The written examination will be administered on April 29, 2023. The Oral Examination will be given on May 20, 2023 Information concerning the Written Examination will be provided after the results of the Agility Test are received. At the time of hiring from the Eligibility List, an applicant must pass a physical agility test, a psychological examination, and submit to testing for drugs and alcohol.

**PLAINS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER
BY ORDER OF
THE PLAINS TOWNSHIP CIVIL SERVICE COMMISSION**

CIVIL SERVICE RULES AND REGULATIONS – RESIDENCY REQUIREMENT
IF RESIDENCY IS NOT REQUIRED PRIOR TO TESTING, SUCCESSFUL APPLICANTS MUST MOVE INTO THE TOWNSHIP OF PLAINS WITHIN (6) MONTHS OF COMPLETING THEIR PROBATIONARY PERIOD, AND MAINTAIN THIS RESIDENCY AS A CONDITION OF EMPLOYMENT.

***NOTE: POLICE COLLECTIVE BARGAINING AGREEMENT ON RESIDENCY – THE TOWNSHIP AND POLICEMEN/POLICE OFFICERS HIRED ON OR AFTER JANUARY 1, 2002, SHALL AS A CONDITION OF CONTINUED EMPLOYMENT WITH THE TOWNSHIP OF PLAINS AND THE PLAINS TOWNSHIP POLICE DEPARTMENT, BECOME RESIDENTS OF THE TOWNSHIP WITHIN SIX (6) CALENDAR MONTHS OF COMPLETING HIS/HER PROBATIONARY PERIOD. SUCH OFFICERS HIRED ON OR AFTER JANUARY 1, 2002, SHALL BE PERMITTED TO ESTABLISH RESIDENCY WITHIN TEN (10) MILES OF THE TOWNSHIP BORDER AFTER COMPLETION OF FIVE (5) YEARS OF SERVICE.**

Plains Township Civil Service Commission

Municipal Building + 126 North Main Street + Plains, Pennsylvania 18705

JOHN A. KELLY
CHAIR

GERALD J. YOZWIAK
VICE-CHAIR

LISA GIOVANNINI
SECRETARY



Civil Service Application

Plains Township

Please print this application and carefully and completely fill out all questions in ink. All questions must be answered. If a question does not apply please write "Does not Apply". Once the application is completed it must be mailed to:

Civil Service Commission
126 North Main Street
Plains, PA 18705

At the time of filing this application you must submit copies of any diplomas or certificates. All areas that are required to be notarized, must be notarized or the application will be discarded. All deadlines must be adhered to or again the application will be discarded.

Position Applying For: _____ Firefighter _____ Police Officer

Full Name: _____

Current Address: _____

City _____ State _____ Zip Code _____

Daytime Phone _____

Evening Phone _____

Email address _____

Do you have a current driver's license that is not under suspension: _____ yes _____ no

State _____ Driver's License Number _____

List any additional licenses that may relate to the job that you are applying for, such as pilot, commercial driver's license etc. _____

Educational Credits – must be verified by Official Transcripts

High School:

Name: _____

Address: _____

Dates attended: From _____ to _____

Did you graduate? _____ Yes _____ NO

Technical, Business or Other Training:

Name: _____

Address: _____

Dates attended: From _____ to _____

Major Course of Study: _____

Did you graduate? _____ Yes _____ NO

College University or Professional School:

Name: _____

Address: _____

Dates attended: From _____ to _____

Major Course of Study: _____

Did you graduate? _____ Yes _____ NO

Can you communicate in a language other than English? If so please specify.

List residency for the past 5 years. Include everyone who lived with you.

Year

Residence

Who lived with you? _____

Year

Residence

Who lived with you? _____

Year

Residence

Who lived with you? _____

Year

Residence

Who lived with you? _____

Year

Residence

Who lived with you? _____

Year

Residence

Who lived with you? _____

Year

Residence

Who lived with you? _____

List your employment for the last 5 years:

Date Month & Year	Name and Address of Employer	Your Position	Reason for Leaving

Criminal Offenses, include misdemeanors, felonies, and summary offenses.

Have you ever been convicted of a criminal offense? _____ yes _____ no

Are you now under investigation for criminal activity? _____ yes _____ no

If you answered yes to any of the above, state the violation with date of the conviction and the court of jurisdiction.

Have you ever served in any of the Military Forces of the United States? _____ yes _____ no

Indicate which Branch of Service you have served in _____

Will you be claiming Veteran's Preference? _____ yes _____ no

In order to receive Veteran's Preference Points you must show proof of an Honorable Discharge or other acceptable conditions for separation. Provide copies of the necessary documents.

Indicate special skills you possess that are not mentioned in this application, include special machines and equipment you can use. Such as voice stress test, speed timing devices, CMV inspections.

List any hobbies, sports involvement, special organizations you volunteer in: _____

List 3-character references who have definite knowledge of your qualifications for the position you are applying for. Do not list relatives, former employers, or anyone outside of the United States.

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Years Known: _____

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Years Known: _____

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Years Known: _____

Plains Township Civil Service Commission

Municipal Building + 126 North Main Street + Plains, Pennsylvania 18705

JOHN A. KELLY
CHAIR

GERALD J. YOZWIAK
VICE-CHAIR

LISA GIOVANNINI
SECRETARY



AUTHORIZATION FOR RELEASE OF INFORMATION

Carefully read and print this authorization to release information about you, then sign and date in ink.

I **AUTHORIZE** any investigator, officer, or other duly accredited representative of the Plains Township Police Department, to obtain any information relating to my activities from schools, residential management agents, employers, criminal justice agencies, retail business establishments, or other sources of information. This information may include but is not limited to, my academic, residential, achievement, performance, attendance disciplinary, employment history, and criminal history record information, financial or lending institutions, medical institutions, hospitals, health care professionals, and other sources of information.

I **FURTHER AUTHORIZE** the Plains Township Police Department, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for appointment to, or retention, with the Plains Township Police Department, in accordance with the First-Class Township Code.

I **AUTHORIZE** custodians of records and sources of information pertaining to me to release such information upon request of the investigator or duly authorized representative of the Plains Township Police Department.

I **UNDERSTAND** that the information released by records custodians and sources of information is for official use by the Plains Township Police Department only for the purpose of determining my qualifications and fitness for the position of Police Officer with the Plains Township Police Department.

Copies of this authorization that show my signature are as valid as the original release signed by me.

Social Security Number: _____ Date of Birth: _____

Signature

Date

Plains Township Civil Service Commission

Municipal Building + 126 North Main Street + Plains, Pennsylvania 18705

JOHN A. KELLY
CHAIR

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VICE-CHAIR

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I certify that the answers given here are true and correct. To the best of my knowledge there are no misrepresentations, omissions, or falsifications in my statements. In the event of employment, I understand fully that any false or misleading information presented may result in my discharge.

Signature of Applicant

Address

Date

Notarization

Sworn and Subscribed to before me
this _____ day of _____, 2022

NOTARY PUBLIC (SEAL)

MUNICIPALITY COUNTY ZIP CODE

DATE COMMISSION EXPIRES

APPLICATIONS & QUALIFICATIONS

§ 3.1: Eligibility for Examination

In order to be eligible for participation in any examination for any position with the police department or fire department, every applicant must submit a completed application form to the commission before the deadline stated by the commission for that specific examination. The applicant must make an oath of affirmation that the application is completed truthfully and the applicant is subject to the penalties of 18 Pa. C.S. 54904 relating to unsworn falsification to authorities.

§ 3.2: Discrimination

The Township of Plains is an equal opportunity employer. It is the Township of Plains' and the commission's policy to grant equal opportunities to qualified persons without regards to race, religion, color, national origin, gender, age, veteran's status, marital status or non-job related physical or mental handicap or disability. The Township of Plains will provide equal opportunities in employment and promotion.

§ 3.3: Availability

Application forms shall be available to all interested persons in the office of the secretary to the Board of Commissioners, and from such other *offices* and *officers* that the commission, from time to time, may choose to designate. Application forms may be mailed upon written or telephone request. However, the commission assumes no responsibility for missed filing deadlines due to a delay in the mail.

§ 3.4: Age and Residency Requirements

All applicants must have reached their eighteenth (18th) birthday before the deadline for submitting completed applications. If residency is not required prior to testing, successful applicants must move into the Township of Plains within six (6) months of completing their probationary period.

§ 3.5: General Qualifications

Every applicant for any position in the Police Department shall possess a minimum of an Associate's Degree or sixty (60) credits or three (3) years (minimum of 2080 hours) previous law enforcement experience. In addition, every applicant must be a United States citizen, be physically and mentally fit to perform the full duties of a police *officer*, and prior to appointment, possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania, along with Act 120 certification. Also, every applicant must pass a physical agility test to be eligible to participate in the written examination. At the time of hiring from the Eligibility List, an applicant must pass a physical agility test and submit to testing for drugs and alcohol.

Every applicant for any position in the fire department shall have a diploma from an accredited high school or equivalent, to be a United States citizen, be physically and mentally fit to perform the full duties of a fire fighter, and prior to appointment, possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. In addition, every applicant must have completed an Essentials of Firefighting Course and possess current certification from the American Red Cross in Emergency Response or Department of Health First Responder certification. In addition, every applicant must successfully pass a physical agility test to be eligible to participate in the written examination.

3.7: Rejection of Applicant

The commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for examination prescribed in the Rules and Regulations for the particular position for which the applicant has applied. In addition, the commission may refuse to examine, or if examined, refuse to certify any applicant who is physically or mentally unfit to perform the full duties of the position sought, or who is a habitual substance abuser, who is guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in *office*, or who is affiliated with any group whose policies or activities are subversive to the forms of government set forth in the Constitution and laws of the United States and the Commonwealth of Pennsylvania.

§3.8: Recording and Filing Applications

Applications for positions in the Police Department shall be received at the Plains Township Municipal Building only after an examination has been properly advertised and before the deadline for receiving applications which must be set forth in the public advertisement. Applications will be received by the municipal officer designated in the public advertisement or that officer's designee. That person shall record the receipt of all applications and provide each applicant with notice of the time and place for the first portion of the testing procedure, the written examination. Any application containing material errors or omissions may, at the discretion of the commission, be returned to the applicant for correction prior to the deadline for filing applications after which no new applications or amended applications will be accepted.

§3.9: Hearing for Disqualified Applicants

Any applicant or other persons who believed that they are aggrieved by the actions of the commission, in refusing to examine or to certify them as eligible after examination, may request a hearing before the commission. Within ten (10) days after such a request, the commission shall designate a time and place for the hearing which shall be conducted pursuant to the procedure set forth in the Local Agency Law, 2 Pa. C.S. @101 et seq. The applicant or aggrieved party must make their request for a hearing within ten (10) calendar days of the date when the party knew or should have known of the commission's action which is being challenged.

§3.10: Public Notice

The commission shall conspicuously post in the Plains Township Municipal Building an announcement of the hiring or promotional testing and set forth the time and place of every examination, together with the information as to the type of position to be filled, the requirements for that position, where applications may be obtained and the deadline for filing those applications. In addition, at least two (2) weeks prior to the close of the application period, publication of the notice shall occur in at least one (1) newspaper of general circulation or a newspaper circulating generally in the Township of Plains.

§4.7: Polygraph Examination

The commission chooses not to include a polygraph examination in the examination and grading procedure of these Rules and Regulations. This action was taken as polygraph examinations are not a statutory requirement.

§4.8: Physical Fitness Testing

An applicant for the initial position of police officer or firefighter must meet the following requirements:

Police:

Quarter Mile Run. An applicant is required to run a distance of one-quarter (1/4) of a mile on a premeasured course in less than one-hundred-ten (110) seconds.

Physical Agility Test Instructions

Introduction

This test is designed to measure the essential, job related physical abilities required of police with the Plains Township Police Department. The test is limited to those aspects of the job that do not require specific training or techniques: for example, hand-cuffing or subduing resisting subjects are skills that require additional training.

Task

From a starting position in the driver's seat of a patrol vehicle with the seat belt fastened and your hands on the wheel, you must complete a course containing the following sections. You will receive a total time from the command "go", until; you complete the final radio transmission at the end of the course. Applicants that fail in the first attempt would be allowed a second attempt after all applicants completed the course.

1. From the starting position in the patrol vehicle, remove the seat belt and exit the vehicle.
2. You must then run 50 yards to the vehicle parked in front of you.
3. You must then push the patrol vehicle 10 yards. You will be told by the test monitor when you have traveled 10 yards. You may then stop pushing.
4. You must then run 40 yards to a wall "obstacle" that is ahead of you. When you reach the wall you must then climb over the wall. Run towards a dummy and drag the dummy to cover.
5. You must then run back to the wall and climb over the wall and run to the back of the police vehicle and complete a radio transmission, which is provided.

Conditions:

The subject will wear standard physical training apparel (I.e. shorts, t-shirt and sneakers). The test shall not be performed during severe weather conditions.

Standard

To successfully pass the physical test, subject must complete all items in no more than time to be determined.

Firefighter:

Quarter Mile Run. An applicant is required to run a distance of one-quarter (1/4) of a mile on a premeasured course in less than one-hundred-ten (110) seconds

Stretcher Carry. Applicants shall be paired off and required to carry a stretcher with a simulated patient weighing approximately one-hundred-eighty pounds (180lbs) over a distance of one-hundred (100) feet. Those applicants failing on the first attempt shall be allowed to retake the exercise with a person who has successfully completed the exercise.

Body Drag. An applicant is required to remove a simulated motor vehicle operator weighing approximately one-hundred-eighty pounds (180lbs) from behind the steering vehicle of a motor vehicle and drag the simulated operator to a point fifty feet (50ft) from the motor vehicle.

Ladder Raise. Applicant shall remove a twenty-four (24) foot ladder from a pumper. Applicant will carry the ladder a distance of fifty (50) feet to a building and raise the ladder to full extension. Applicant shall carry a bundle consisting of one-hundred (100) feet of one and one-half (1 ½) or one and three-quarter (1 ¾) inch hose to the roofline and back down to the ground.

Aerial Climb. A Proctor will assist the candidate with donning a ladder belt which will be attached to a belay system throughout this event. The candidate will be required to climb the aerial ladder, extended to 70 feet at a 70-degree climbing angle and touch the top rung of the ladder. A Proctor will be in the bucket to confirm the climb. The candidate will then be told to proceed back down the ladder.

Critical failure points: Candidate does not maintain upward/downward momentum. Candidate does not complete the event.

§4.9: Background Investigation

The commission shall request the Chief of Police, or the Chief's designee, to conduct a background investigation of each application. The background investigation shall include interviews with the applicant's family,