

# **Union City Police Department**

## **Employment Packet**

**All documents requiring a signature need to be printed out and signed using blue or black ONLY and handed in at the time of submitting your application.**

**COMPONENTS OF THE COMPETITIVE EXAMINATION FOR THE POSITION OF  
POLICE OFFICER IN THE BOROUGH OF UNION CITY**

§602 A. of the Civil Service Regulations of the Borough of Union City titled “Examination for Police Positions” states:

“The following parts shall comprise the examination process for the position of police officer:”

<u>Step</u>	<u>Element</u>	<u>Passing Score</u>
1.	Physical Agility Test	Pass/Fail
2.	Written Examination	70% out of 100%
3.	Oral Examination	70% out of 100%
4.	Medical Examination*	Pass/Fail
5.	Psychological Examination*	Pass/Fail
6.	Background Investigation*	Pass/Fail

\*This segment is only given to applicants just prior to employment and does not affect your ranking on the list.

# Application Packet Instructions

When you return your application, you need to bring and do the following things:

1. Return the completed employment application to the police secretary at 13 South Main Street, Union City, PA 16438
2. Provide proof of Act 120 Certification.
3. For veterans of the United States Armed Forces, provide proof of honorable military discharge or documentation of current military status.
4. Bring your driver's license for the Borough to make a photocopy.
5. Bring your original Social Security card to have a photocopy made.
6. Bring your birth certificate to have a photocopy made. (If you do not have a birth certificate, you can obtain one from the Health Department of Vital Records.)
7. Make sure that the person you turn your application in to places your name and the time and date on the proper log.
8. Pay an application fee of \$25.00, payable by cash or check to the Union City Borough.

## **JOB DESCRIPTION FOR POLICE OFFICER**

### **GENERAL DEFINITION**

A police officer in the Borough of Union City will perform general duty police work in the protection of life and property throughout the municipality, prevent violations of statutes and ordinances, investigate and suppress disturbances, and investigate complaints. They will be expected to work various shifts to include nights, weekends and holidays.

The work of a police officer consists of varied police assignments. They conduct investigations as directed by a superior officer, perform routine preliminary investigations, and miscellaneous duties, all performed in accordance with departmental rules and regulations. A senior officer regularly checks and evaluates performance. A police officer is required and expected to exercise initiative discretion and good judgment during the performance of required duties.

### **TYPICAL EXAMPLES OF WORK**

- Enforce state and local laws and regulations
- Patrols as assigned during work shifts
- Checks doors and windows, and examines premises of unoccupied buildings or residences in order to detect suspicious conditions
- Investigates suspicious conditions and complaints and makes arrests on persons who violate laws and ordinances
- Accompanies prisoners to headquarters or court and appears in court as arresting officer
- Directs traffic and either arrests or gives citations to those who break traffic laws
- Investigates accidents as required by law and department regulations and prepares the necessary reports
- Maintains order in crowds and attends parades and other public gatherings as directed
- Makes investigations and enforces state and local laws pertaining to juvenile offenders
- Answers all complaints and takes necessary corrective action
- Give advice on laws and ordinances and general information to the public
- Operates patrol car as required
- Transport prisoners as required
- Assist motorists whose vehicle are broken down or stranded
- Perform all other work as required

**REQUIRED KNOWLEDGE SKILLS AND ABILITY**

- Possess good social skills and general intelligence
- Ability to understand and carry out complex oral and written instructions
- Good judgment
- Ability to drive an automobile
- Demonstrated proficiency in the use of firearms
- Excellent moral character; physical strength and ability
- Excellent physical condition

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE**

High School or GED Diploma, Act 120 Certification

**ADDITIONAL REQUIREMENTS**

Must possess a valid PA Operators License

ACKNOWLEDGMENT OF NOTIFICATION

I have read and understand the above stated information pertaining to the Job Description for police officer, and my dated signature below acknowledges the receipt of this information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# APPLICATION

*(Print legibly with blue or black ink only)*

## PERSONAL DATA

Full name: \_\_\_\_\_  
Last name First name Middle name

Home address: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip Code County

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Place of birth: \_\_\_\_\_  
City State County

## QUESTIONS

*The following questions must be answered and will be part of your permanent application package*

Have you ever applied with us before? Yes No

If Yes, give date: \_\_\_\_\_

Are you a citizen of the United States? Yes No

Are you at least 21 years of age or older? Yes No

Since the age of 18, but within the last three years, have you used any illegal substance other than marijuana? Yes No

Since the age of 18, but within the last three years, have you been charged with and convicted of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI)? Yes No

Since the age of 18, have you engaged in sexual contact with a person less than 16 years of age when you were four or more years older than the person, with or without the person's consent? Yes No

Since the age of 18, have you been convicted of a criminal offense graded as a Misdemeanor-2 or above?  
(Do not report DUI or DWI conviction reported above) Yes No

## MILITARY

Have you ever served in any branch of the United States Military? Yes No

If Yes, list all branches that you served in: \_\_\_\_\_

Since the age of 18, have you been dishonorably discharged from the United States Military? Yes No

If Yes, list your type of discharge and any pertinent specifics:

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Have you ever been court-martialed, tried on charges, or subject of an Article 15, Company punishment, and or any other disciplinary action while a member of the Armed Forces? Yes No

Are you currently a member of a U.S. Reserve or State Guard Organization? Yes No

If Yes, list what organization you are an active member: \_\_\_\_\_

## 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 are 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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# **Acknowledgement Receipt Form**

**1. A LIST OF TEST COMPONENTS**

**2. APPLICATION PACKET INSTRUCTIONS**

**3. JOB DESCRIPTION**

**4. APPLICATION FOR EMPLOYMENT**

**By my signature, I acknowledge receiving the above listed documents from the Borough of Union City upon my request to apply for the position of Police Officer for the Borough of Union City, Erie County, Pennsylvania.**

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**Signature**

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**Print Name**

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**Date**