

Tioga Police Department
18 North Main Street
Tioga PA 16946
Phone 570-835-5226
Fax 570-835-5608

Dear Applicant,

Thank you for your interest in the position of Police Officer with the Borough of Tioga. A copy of the job description for the position is attached. Please sign the job description indicating that you understand the description for Patrol Officer and return it to the borough office located at 18 North Main St, along with your application before the deadline date. The physical agility test form is yours to keep.

Please make sure you provide good contact information!

Successful applicants will continue to process and will be notified in writing of the date, time, and location of the following tests:

1. Drug screen for alcohol and controlled substances listed in Act 64 of April 14th, 1972, and legal or other substances that may impair an employee's ability to perform the functions of the job.
2. Background investigation, including but not limited to, criminal history, educational, CREDIT HISTORY, previous employment history and reference checks.

After a conditional job offer has been extended, the selected candidate must successfully pass the following additional tests during which medical history may be accessed. The Tioga Borough Council has designated the following physicians to do the assessments.

1. Medical examination- Occupational Health, 25 Walnut St, Wellsboro PA 16901 570-723-0103
2. Psychological examination- Dr. Lisa Feil, 107 Main St, Unit 3, Wellsboro PA 16901 570-723-1005

The eligibility list will be effective for one (1) year from the date of certification. At their discretion the Tioga Borough Council, may decertify the list or extend the list for one additional year.

Applicants shall return the following items in a sealed envelope:

Please check-off items that are attached.

1. Completed Application
2. Signed Job Description
3. Photocopy of your High School Diploma (Certified copy not required)
4. Copy of your Birth Certificate (Certified copy not required)
5. Copy of current driver's license
6. Copy of DD-214 Member-4 Copy (if applicable)
7. Copy of any degrees from institutions of higher education
8. Municipal Police Officers Education and Training Commission Certificate

The entire application package shall be returned, in a sealed envelope, to the Borough of Tioga, 18 North Main Street, Tioga, PA 16946, Attention: Police Officer Application.

Borough of Tioga

POLICE OFFICER APPLICATION PACKAGE

APPLICATION INCLUDES:

Questionnaire

APPENDIX A: Notification Procedure Release

APPENDIX B: Waiver and Release for Background Investigation

APPENDIX C: Patrol Officer Job Description

GENERAL INSTRUCTIONS: This application consists of several sections: a questionnaire; a Notification Procedure Release; a Waiver and Release for Background Investigation; and a Patrol Officer Job Description. Each one of these sections must be completed in order for the Borough of Tioga 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.

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

Relationship	Name	Address if Living
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Father _____

Mother _____

9. VEHICLE OPERATOR'S LICENSE. Give the following information concerning any vehicle operator's licenses you have held or hold.

Type of License	Number	Issuing Authority	Expiration
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Have you ever had a license suspended or revoked?

10. CONVICTION OF CRIME.

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

11. FINANCIAL STATUS.

Do you have any income from any source other than your principal occupation? (Yes/No) How much? _____
How often? _____ The source(s) _____

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:
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12. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.

Name	Address	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 person 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 thesis's 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 member 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	Year Attended	Credit Hours Semester/Quarter	Degree Received

Major and Minor Courses.

C. Other Schools or training (trade, vocational, military). List for each the name and location of school, years attended, subjects studied, certification 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 qualification not covered in application. (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowship received, etc.)

16. FOREIGN LANGUAGE. Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing

17. FOREIGN TRAVEL. Excludes 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.

From Date	Name and Address of Employer	Job Title	Reason for Leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

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To Date		Description of Duties	
Salary	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 Grade as 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: _____

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 government agencies? If yes, provide details.

Verification

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and the entries made by me on the Police Officer Application are true, complete, and correct to the best of my knowledge, belief and are made in good faith. **I understand that any false or misleading statements are grounds for rejection, and if I become employed are grounds for termination.** I understand that this application has been completed subject to penalties prescribed by 18 PA. C.S.A ~4904, relating to unsworn falsification to authorities.

Signature of Applicant

Date

BOROUGH OF TIOGA

JOB DESCRIPTION

JOB TITLE: PATROL OFFICER/CHIEFDepCustomerDownload#143

DATE PREPARED/REVISED: February 7, 2022

POSITION SUMMARY:

Work requires an individual who can follow general supervisory direction and use self-initiative to complete task identified by supervisory personnel as priorities. The patrol officer must keep the public's trust and confidence with a professional demeanor both on and off the job by paying consistent attention to the agency's goals and objectives. This position requires a high level of problem-solving abilities and confidence in decision making and requires an individual who can work independently in a sometimes-dangerous environment. Physical stamina is required as the officer may be required to be in situations outside for long periods in all types of weather. Able to work all shifts, weekends, and holidays. Successful performers are those who are capable and willing to make decisions that are consistently in line with the agency's missions, goals, and objectives.

ESSENTIAL FUNCTIONS OF THE JOB:

Takes calls for service and investigates complaints, traffic accidents or criminal complaints.

Cites and/or arrests law violators.

Provides traffic control in all types of weather as directed.

Patrols in vehicle, on foot, or via bicycle to deter and detect crime in all types of weather conditions.

Protect persons and property.

Secures and protects prisoners.

Prepares for and testifies in court.

Has the ability to move 100 pounds to a height of 4 feet and carry 100 pounds.

Has the ability to sit or stand for extended periods of time.

Has flexibility sufficient to enter and exit vehicles frequently, ambulate for long periods of over all types of terrain, climb over and around obstacles and suddenly move out of the way of danger.

Have the ability to wear respiratory protection equipment.

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Pursues subjects by vehicle, bicycle or on foot and uses necessary force to subdue individuals who are a threat.

Has the ability to be a credible witness in Court.

Efficiently operates computer equipment and software programs used by the Police Department.

Has the capability of certifying annually with less lethal weapons.

Maintains Act 120 Certification.

OTHER FUNCTIONS:

Works with other public service departments such as fire and ambulance at scene of incidents.

Follow up on pending reports and cases.

Other related duties as assigned.

QUALIFICATIONS:

U.S. Citizens.

High School diploma or equivalent.

Possession of a valid Pennsylvania Motor Vehicle Operator's License.

Current Act 120 training and must have passed the state exam.

Ability to communicate effectively and professionally in English both verbal and in writing.

Be at least 18 years of age.

20/20 corrected eyesight with no color blindness or night-blindness.

Corrected hearing so the loss is no greater than 40 decibels in the better ear on the average at 500 Hz, 1,000 Hz and 2,000 Hz.

Has sufficient bi-lateral manual dexterity to enable safe operation of all equipment used in the job.

Offer of employment is contingent upon successful completion of all Tioga Boroughs and MPOETC requirements.

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by the Borough of Tioga.

Applicant: _____ **Date:** _____

APPENDIX B

Waiver and Release for Background Investigation

I, _____, am presently applying for employment as a police officer with the Tioga Police Department 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 Borough of Tioga.

By this release, I hereby authorize any representative of all 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, and I further authorize the release of such information upon request to any representative of the Borough of Tioga. 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 Borough of Tioga 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 Borough of Tioga 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 Borough of Tioga to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Borough of Tioga in determining my suitability for employment as a police officer. It is my specific intent to provide the Borough of Tioga 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 council, 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 other 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 Borough of Tioga regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the Borough of Tioga the right to thoroughly investigate my background, previous employment, education, and references in order to ascertain my suitability for service as a Borough of Tioga employee. I release and hold harmless the Borough of Tioga, 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 damages of whatever kind which may at any time result to me, my heirs, 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 Borough of Tioga in conjunction with employment as a police officer.

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 Borough of Tioga 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 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 A

Notification Procedure Release

In the processing procedure required for applications, 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 Tioga 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 Tioga 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: _____