

APPLICATION PACKET FOR THE POSITION OF POLICE OFFICER FOR THE TOWNSHIP OF CUMRU



Testing Date: Saturday April 19th, 2025

Physical Agility Test will begin at 9:00 AM followed by the Written Examination.

*THIS APPLICATION, OR PORTIONS THEREOF, MAY BE PHOTOCOPIED.

For official use only

Applicant's Name _____

Date & Time submitted _____

Application Fee Paid: _____ Check _____ Money Order _____ Cash

Initials of person accepting/receiving application _____

Applicant's Test Number (assigned after written testing) _____

**POLICE OFFICER
TOWNSHIP OF CUMRU
BERKS COUNTY, PENNSYLVANIA**

Applications are being accepted for the position of Police Officer for the Township of Cumru, Berks County, PA. Applications are available at the Cumru Township Municipal Building, 1775 Welsh Road, Mohnton, PA 19540, telephone 610-777-9595 or at www.cumrutownship.org. Applicants must submit an application to the Cumru Township Police Department and pay the non-refundable, \$20.00 application fee by cash, check or money order, **no later than Thursday April 17, 2025, at 4:00 p.m.**, to be considered for further processing.

Applicants must be at least 21 years of age and have at least a high school diploma, **at the time of application submission**. In addition to successfully passing the written and oral examinations, any appointment to the position of Probationary Police Officer shall be conditioned upon the candidate successfully completing a psychological examination, polygraph or Voice Stress Analysis examination, physical fitness/agility test, background investigation, drug/alcohol screening, medical examination, successful acceptance into PA Police Officer Training Academy/Act 120 (if not already certified) and any other conditions named by the Township of Cumru and MPOETC.

The starting base salary for Probationary Officers for 2025 is \$77,294.71 and 1st Class Patrol Officer is \$114,510.68.

The physical agility testing and written examination will both be held on **Saturday April 19th @ 9:00 AM** at the **PLEX** located on the campus of Alvernia University, 465 Saint Bernadine Street Reading, PA 19607.

The application packet is to be turned in at the Township office building, 1775 Welsh Rd., Mohnton, PA 19540.

Applicants should arrive no later than 15 minutes prior to the test time and photo identification will be required. No one will be permitted to enter the testing facility after the test time. Directions to the testing facility are available by calling 610-777-9595.

The Township of Cumru is a Civil Service
and Equal Opportunity Employer

Jeanne E. Johnston, Cumru Township Manager

Table of Contents:

- Copy of Newspaper Advertisement (information)
- General Examination Requirements and Guidelines for the Position of Police Officer (information)
- Rules and Regulations for the Civil Service Commission, Township of Cumru (information)
- Cumru Township Police Department General Order #5.5, Job **Description, Patrol Officer** & Verification Statement (information, completion by applicant and notarization required)
- **Employment Application for the Position of Police Officer** (completion by applicant)
- Cumru Township Police Department **Authorization and Release** (to be signed by applicant)
- **Notification Procedure Release** (signature by applicant)
- Physical Assessment and Standards (information)

EMPLOYMENT APPLICATION FOR THE POSITION OF POLICE OFFICER FOR THE TOWNSHIP OF CUMRU

General Instructions:

This application consists of several sections listed in the Table of Contents. Each of these sections contain either information that stands alone or information that needs to be supplied by the applicant, as well as pages requiring notarization. The appropriate sections must be completed in order for the Cumru Township Civil Service Commission to accept the application as complete.

Print your answer to every question in ink, DO NOT type your answers. If a particular question does not apply to you, so state with "N/A". If space is insufficient, use the reverse side of the page and proceed with the number of the referenced block.

Applicants shall answer the questions truthfully and correctly to the best of their ability. Any omitted information, untruthful answers and/or attempts to conceal information by the applicant, shall be grounds for removal from the application process, withdrawal of an offer of employment and/or termination of employment.

This application shall be returned to the Administrative Office of the **Cumru Township Police Department**, 1775 Welsh Road, Mohnton, PA 19540 no later than 4:00 PM, Thursday April 17, 2025. The Township assumes no responsibility for non-receipt of a mailed application. Applications will not be accepted after the above noted time and date. Failure to return all pages attached by the time and date specified above, shall terminate the further processing of the applicant for the position currently being offered.

GENERAL EXAMINATION REQUIREMENTS AND GUIDELINES FOR THE POSITION OF POLICE OFFICER

The application process and subsequent examinations for the position of Police Officer for the Township of Cumru shall consist of the following steps:

Application Packet for the Position of Police Officer for the Township of Cumru – to be completed and returned to the Cumru Township Police Department.

Written Examination – score of seventy percent (70%) or more required to continue the application process.

Physical Fitness Examination - This test, consisting of four exercises, is designed to measure the cumulative effect on each applicant. Therefore, a failure on any one of the test events constitutes a failure of the entire battery and will exclude the applicant from further consideration.

Oral Examination – Passing scores in the Written Examination will be scheduled for an Oral Examination. A score of seventy percent (70%) or more required, to continue the application process.

Personal Data Questionnaire – to be completed by the applicants attaining the highest twenty (20) total overall scores (total of the Written Examination score and Oral Examination score), to continue the application process.

Polygraph or Voice Stress Analysis Examination – One of these examinations, as chosen by the Cumru Township Civil Service Commission, will be administered to the applicants who have attained the highest three (3) total overall scores (or more than three, depending upon the number of vacancies determined by the Cumru Township Board of Commissioners), PASSED the Polygraph or Voice Stress Analysis Examination and complied with all provisions of the application process.

Background Investigation – A thorough Background Investigation will be conducted by the Cumru Township Police Department, on the applicants who have attained the highest three (3) total overall scores (or more than three (3), depending upon the number of vacancies determined by the Cumru Township Board of Commissioners), PASSED the Polygraph or Voice Stress Analysis Examination and complied with all provisions of the application process.

Certification of Applicants - The Cumru Township Civil Service Commission will certify the applicants who have attained the highest three (3) total overall scores (or more than three (3), depending upon the number of vacancies determined by the Cumru Township Board of Commissioners), successfully passed the Polygraph or Voice Stress Analysis Examination, successfully passed the Background Investigation and complied with all provisions of the application process.

Conditional Offer of Probationary – The Cumru Township Board of Commissioners or their designee, will notify once applicant (or more, depending upon the number of vacancies determined by the Cumru Township Board of Commissioners) from the list of Certified Applicants that a Conditional Offer of Probationary Employment has been granted. The applicant will then be required to successfully complete a medical examination, psychological examination and drug screening performed by a qualified medical examiners chosen by the Cumru Township Civil Service Commission AND any other probationary requirements of the Cumru Township Civil Service Commission, as detailed on the Conditional Offer of Probationary Employment.

Complete Description of Each Stage of the Application/Examination Process

After the applicant has been completed and submitted the Employment Application for the Position of Police Officer within the prescribed time period, the applicant will be notified by the Cumru Township Civil Service Commission by mail, of the date, time and place of the Written and Oral Examination (if applicable), Polygraph or Voice Stress Analysis Examination (if applicable) and any other pertinent notifications as deemed appropriate by the Cumru Township Civil Service Commission.

Written Examinations

The Written Examination shall be graded on a one hundred (100) point scale and an applicant must score seventy percent (70%) or higher **and receive one of the top twenty (20) scores in order to continue in the application process.** The Cumru Township Board of Commissioners, before each test, shall determine this number according to the needs of the department. Any ties for the aforementioned highest twenty (20) or other predetermined number of the highest scores, shall also be eligible to take the Oral Examination.

Applicants not receiving one of the twenty (20) highest scores but more than the required seventy (70%) passing grade, shall be placed on a “waiting list”, to be activated if the departments needs increase or the list of twenty (20) highest applicants becomes depleted. Applicants receiving less than the required seventy percent (70%) score shall be rejected.

Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results.

Physical Fitness Examination

The physical tests consist of four exercise events:

1. **300 meter run:** This is a measure of anaerobic power. This is an important factor in exerting short burst of energy. Example is a foot pursuit.
2. **Push Ups:** This is a measure of dynamic upper body strength. This is an important part of any physical exertion scenario. Example is gaining physical control of suspects or clearing roadway.
3. **Sit Ups:** This is a test of the muscular endurance of the trunk including the abdominal muscles and hip flexors. This is an important factor in use of force scenario and minimizing lower back problems. Example is gaining control of a suspect.
4. **1.5 Mile Run:** This is a measure of aerobic power or VO2 max. This is the foundation for almost all physical tasks. Example is use of force incidents or administering one person CPR.

Oral Examination

Every applicant who scored seventy percent (70%) or higher in the written examination shall be given an oral examination which will be graded on a one hundred (100) point scale with a score of seventy percent (70%) or higher, necessary for passing. The oral examination shall involve questioning applicants on how they would handle situations relevant to police work. Within thirty (30) days after the applicants' oral examination, they shall be informed of the score in their oral examination and total overall score.

Veteran's Preference Veteran's Preference Credits, where applicable, shall be added to the total overall score in accordance with all Federal, State, Local Statutes and Ordinances, First Class Township Coded and Cumru Township Civil Service Rules and Regulations.

CUMRU TOWNSHIP POLICE DEPARTMENT

General Orders

CHAPTER: FIVE

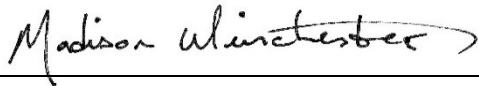
NO: 5.5

JOB DESCRIPTION PATROL OFFICER

Effective Date: 1/19/79

Revised Date: 6/19/12

Distribution: All Personnel

By Order Of: 
Chief of Police

5.5.1- Purpose: Performs general police tasks in the protection of life and property throughout the legal jurisdiction(s), enforces federal, state and local statutes and ordinances, investigates complaints and attends to related tasks as required by the Cumru Township Standard Operating Procedures. The term "Patrol Officer" is applied regardless of sex or rank.

5.5.2- Reports to: The Patrol Sergeant who has the authority to give direct orders, provide verbal, physical and written comments and completes a written Performance Evaluation on a yearly basis.

5.5.3 – Supervises: Patrol Officers have no supervisory authority over other members of this department unless he/she is assigned as a Field Training Officer and is specifically assigned as such, to another member of the department.

5.5.4 -Hours: Full-time on an assigned shift with breaks and a lunch period as stated in the current collective bargaining agreement.

5.5.5- Minimum requirements to hold the position:

5.5.4.1 -High School Diploma or GED

5.5.4.2-Valid Pennsylvania Driver's License

5.5.4.3 -MPOETC, PA Act 120, Certification

5.5.4.4 - The ability to use standard police department equipment including, but not limited to: police car, police radio, speed timing devices, handgun and other defensive weapons as required,

handcuffs, preliminary breath testing equipment, cell phone, first aid equipment and portable radio.

5.5.6- Minimum abilities to hold the position:

- 5.5.6.1 – Accurately complete administrative forms and reports in a timely fashion
- 5.5.6.2- Adhere to all rules, regulations and procedures necessary to maintain required licenses, certifications and/or registrations
- 5.5.6.3- Apply "common sense" understanding to carry out instructions
- 5.5.6.4- Attend meetings as requested by a superior officer
- 5.5.6.5- Carry out job tasks with and without direct supervision
- 5.5.6.6 – Carry out job tasks without posing a direct threat to the health or safety to self or others
- 5.5.6.7- Communicate effectively
- 5.5.6.8- Effectively and efficiently carry out job functions
- 5.5.6.9- Use courtesy, firmness and tact when dealing with others
- 5.5.6.10- Make sound judgments when evaluating situations and making decisions
- 5.5.6.11 – Maintain confidentiality of information
- 5.5.6.12- Maintain excellent moral character
- 5.5.6.13 – Maintain excellent power of observation and memory
- 5.5.6.14- Use socially appropriate behavior
- 5.5.6.15- Request assistance when appropriate
- 5.5.6.16- Respond to inquiries and/or complaints in a timely and professional manner
- 5.5.6.17- Safely and skillfully use all assigned police department equipment
- 5.5.6.18- Understand and comply with the department's Standard Operating Procedures Manual
- 5.5.6.19 – Work effectively and harmoniously in a culturally and ethnically diverse work force
- 5.5.6.20 -Work under the stress typically associated with this type of position
- 5.5.6.21 – Be respectful of and understanding of the differences of co-workers, staff and other individuals associated with the business of the police department or Township of Cumru
- 5.5.6.22- Have regular and predictably appropriate attendance
- 5.5.6.23- Ensure the general safety of the public
- 5.5.6.24 – Drive emergency vehicles under stressful conditions
- 5.5.6.25- Qualify, as required, with firearms and other offensive and defensive weapons

- 5.5.6.26-Use physical force to control and/or arrest law violators
- 5.5.6.27-Exercise rational judgment
- 5.5.6.28-Maintain the confidence and trust of peers, superiors and the general citizenry
- 5.5.6.29-Be respectful and subordinate to or towards the authority of a superior officer.

5.5.7 – Essential tasks/responsibilities including but not limited to:

- 5.5.7.1 -Conduct investigations as directed by superior officers
- 5.5.7.2- Perform routine preliminary investigations and miscellaneous duties incidental thereto, in accordance with Standard Operating Procedures
- 5.5.7.3-Enforce Federal, State, Local Statutes and Ordinances
- 5.5.7.4- Patrol an assigned area during a specific period in a police vehicle or patrol by other means as directed.
- 5.5.7.5- Perform business and residence checks, giving close attention to doors and windows, in order to detect suspicious conditions or improper security
- 5.5.7.6 – Investigate suspicious conditions and complaints and take the necessary actions as required
- 5.5.7.7-When subpoenaed, appear in courts of all levels as the prosecuting officer or witness
- 5.5.7.8 – Direct traffic and investigate traffic accidents
- 5.5.7.9 – Handle complaints of criminal activity and apply proper investigative techniques
- 5.5.7.10-Receive and carry-out orders from superior officers
- 5.5.7.11 – Avail himself/herself of any and all police related training provided by the police department
- 5.5.7.12-Attend to any other duties, which a superior officer may delegate.
- 5.5.7.13-Take assigned calls for service
- 5.5.7.14-Patrol on foot or in a vehicle to deter and detect crime
- 5.5.7.15 – Investigate complaints from individuals
- 5.5.7.16 – Cite and or arrest law violators
- 5.5.7.17- Complete, to conclusion, pending reports/cases
- 5.5.7.18-Prepare and/or serve civil processes
- 5.5.7.19-Protect persons and/or property
- 5.5.7.20- Secure, search, care for and protect prisoners
- 5.5.7.21 -When not responding to calls for service or other necessary or assigned tasks, the officer is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel, as priorities for this job position.

5.5.7.22 – As necessary, the patrol officer may be required to temporarily assume the duties, activities and tasks of a first-line supervisor

5.5.8 – Physical Demands include but not limited to:

NOTE: In terms of a 10-hour workday: "Never" equals less than 1%, "Occasionally" equals 1% to 33%, "Frequently" equals 34% to 66%, and "Continuously" equals "67% to 100% of the time. Reasonable accommodations, as required by local, state or federal law will be considered, that do not cause undue hardship on the Cumru Township Police Department.

5.5.8.1 – In a 10-hour workday, this position requires the physical ability to CONTINUOUSLY sit for 4 hours, stand or walk for up to 1 to 4 hours.

5.5.8.2- During an entire 10-hour workday, this position requires the physical ability to sit for up to 10 hours, stand for up to 6 hours, and walk for up to 4 hours.

5.5.8.3- This position requires the physical ability to OCCASIONALLY lift or carry up to 100 pounds and OCCASIONALLY drag up to 175 pounds.

5.5.8.4 – This position requires the physical ability to use hands, legs, and feet for repetitive actions such as: ground fighting techniques, self;-defense, gaining and maintaining control of a subject, and simple grasping and fine manipulation (hands only) and running (legs and feet only).

5.5.8.5- If a member of the Bicycle Patrol Unit, this position requires the ability to ride a bicycle up to 10 hours in a 10-hour work day.

5.5.9 – General Working Conditions

5.5.9.1 – Work conditions vary by shift. The majority of tasks are performed outside, while working from a police vehicle. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicle frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc.

5.5.9.2- Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle clues of impending danger, to discover inconsistencies in witnesses or suspects

statements, and/or to effectively and efficiently perform all the tasks required in the Standard Operating Procedures of the department.

5.5.9.3- Physical and mental demands may change dramatically within a few seconds and tax the maximum levels of human endurance. Therefore, the officer must maintain a physical and mental state of fitness and readiness that will enable him/her to handle, with minimal, appropriate force and often without backup, recurrent contacts and involvement with dangerous and/or potentially dangerous people, animals, and equipment.

5.5.10 – Cause for Removal from Employment

5.5.10.1 – An officer may be removed for cause, with or without fault. Cause includes, but is not limited to the following:

5.5.10.1.1 – Economic conditions that cause a reduction in the workforce

5.5.10.1.2- The member's inability to regularly attend to the work required by the Standard Operating Procedures of the department.

5.5.10.1.3 – Failure to perform competently on any of the essential functions of the position or consistently fails to perform competently on regular tasks

5.5.10.1.4- Failure to support the stated mission of the department

5.5.10.1.5- Failure to uphold the stated oath of office

5.5.10.1.6- Failure to conduct oneself in a manner as stated in the Standard Operating Procedures of this department

5.5.10.1.7- Failure to continually comply with stated preconditions for the Conditional Offer of Probationary Employment.

5.5.10.1.8- Failure to display due regard for the civil liberties of any person.

5.5.10.1.9- Accruing atypical amounts of dysfunctional work time, requiring atypical amounts of supervisory counseling or remedial training.

5.5.11 -This job description is designed to accurately reflect the required duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations, as required by local, state or federal law will be considered, that do not cause an undue hardship on the Cumru Township Police Department.

VERIFICATION STATEMENT

I have reviewed the list of essential job functions of a Patrol Officer for the Township of Cumru as listed in the Cumru Township Police Department, General Order #5.5, JOB DESCRIPTION PATROL OFFICER, that follows, and believe that (check the appropriate response):

_____ I can fully perform the essential job functions listed, with or without reasonable accommodations.

_____ I can no perform all of the essential job functions listed, even with the reasonable accommodations.

*Cumru Township Police Department, General Order #5.5, JOB DESCRIPTION PATROL OFFICER precedes this verification statement.

Signature _____

Date _____

Civil Service Board
Cumru Township
Application for Examination

Competitive Class
Police Officer

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, national origin nor disability.

General Instructions:

This application MUST be carefully and correctly completed, with all the questions answered in ink, in the applicant's own handwriting (printed or typewritten only). A line drawn through a blank space or a "ditto" mark will not be considered an answer to a question. If the space provided for an answer is not sufficient, then attach a separate sheet with detailed information to complete the question. (Please indicate the number of the question of which you are continuing your response on this separate attached sheet.)

EVERY QUESTION IN EVERY SECTION MUST BE COMPLETED IN ORDER FOR THE TOWNSHIP OF CUMRU TO ACCEPT THE APPLICATION AS COMPLETE.

Your signature on this application indicates you desire to be a competitor, with a view toward entering service for the Township of Cumru, in the examination to be scheduled for the position of Police Officer. Falsification of this application or any false statements contained within this application may subject applicant to non-hiring, discipline, or termination.

After this blank form is completed, it is to be returned to the Township of Cumru no later than Thursday, April 17, 2025 at 4:00 PM along with a non-refundable check, cash, or money order payable to the Township of Cumru in the amount of \$20.00.

Township of Cumru – Hours of Operation Monday – Friday 8:00 am – 4:30 pm

Questions regarding the application process may be emailed to

civilservicepolice@cumrutownship.org

**Township of Cumru
Attn: Police Civil Service
1775 Welsh Road
Mohnton, PA 19540**

(Name Printed)

(Date)

(Signature)

(Date)

Questionnaire

PLEASE PRINT IN INK

Date: _____

1. _____
Name (Last, First, Middle Initial)

2. _____
Nickname(s), Alias(es) or any other changes in name

3. _____
Present Resident Address

City State Zip Code

4. _____
Mailing Address (if different from resident address)

City State Zip Code

5. _____ - _____ - _____ / _____ / _____
Social Security Number Date of Birth (mm/dd/yyyy)

6. (____) ____ - _____ (____) ____ - _____
Home Phone Number Cell Phone Number

7. Email Address:

8. Have you completed the Pennsylvania Police Academy Basic Training Course as mandated by PA ACT 120? _____ (Yes/No)

a. If yes, what school did you attend and what was your graduation date.

School Name

Graduation Date

9. Are you a U.S. Citizen? _____ (Yes/No)

10. If naturalized, list the following:

Naturalization Number

Date

Place

Court

11. Are you 21 years of age or older? _____(Yes/No)

12. Motor Vehicle Operators License:

List the following information concerning any operations license(s) you have held or hold.

Type of License	Number	Issuing Authority/State	Expiration Date

13. **Education:** Minimum qualifications set forth by the Municipal Police Officers' Education and Training Commission (MPOETC), require a High School Diploma or GED in order to be considered for Police Officer Certification. Do you possess the minimum educational requirements set forth above? _____(Yes/No)

14. Have you ever been arrested or convicted of a misdemeanor or felony, including as a minor? _____ (Yes/No)

a. If yes, please provide a detailed explanation below or on provided paper.

15. Have you ever at any age, ever been arrested, charged, or cited for any non-traffic related offense? _____ (Yes/No)

a. If yes, please provide a detailed explanation below or on provided paper.

16. Have you ever, at any age, been discharged, terminated, fired, or asked to leave any place of employment? _____(Yes/No)

a. If yes, please give a detailed explanation below or on provided paper.

17. **Military Status:** (please check the correct answer)

Yes

No

Have you ever served in the U.S. Armed Forces?		
Have you ever served more than 180 consecutive days in the U.S. Armed Forces? <i>(If so please attach a copy of the DD-214 showing the 180 days of service and honorable discharge.)</i>		

If in the military, were you ever convicted of any crime graded as a misdemeanor or felony? <i>(If yes, attach a separate sheet, listing date of conviction, location, type of court or court martial, charge and action taken or sentence imposed.)</i>		
Do you claim veterans preference?		
Are you currently a member of the U.S. Reserve or State Guard Unit?		

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.

If conventional methods fail in attempting to contact the applicant, a certified-registered letter will be sent to the applicants mailing address (as indicated on the submitted 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 Township of Cumru Civil Service Board, in writing, of the address change. By affixing your signature to this form the applicant acknowledges that they have read and understood the contents of this procedure.

Applicant Name (printed)

Date

Applicant Signature

Date

REQUEST FOR JOB APPLICANT INFORMATION

The Township of Cumru is an equal opportunity and affirmative action government Contractor. In compliance with government regulations, we are required to record numbers of job applicants by sex and ethnic category. We ask that you indicate your race or national origin and sex.

You are not required to provide this information. This information will not be kept with your Application and will be used only in accordance with state and federal regulations.

Check One:

Female
 Male

Check One:

Asian
 Black/African American
 Hispanic
 Native American/Alaska Native
 Native Hawaiian/Pacific Islander
 White
 Two or More Races

Job Title Applied for:

Date of Job Application:
