



MARPLE TOWNSHIP POLICE DEPARTMENT EXAMINATION FOR POLICE OFFICER

Thank you for requesting an application for employment with the Marple Township Police Department. The following information is to advise you of the requirements of this position.

The attached application along with the \$40.00 application fee must be hand delivered to the Marple Township Municipal Building on or before 12:00 PM on Monday, March 16, 2020. The Marple Township Municipal Building is located at 227 South Sproul Road in Broomall.

Only a check or money order made payable to the **Township of Marple** will be accepted with the application. Applicants must bring a valid driver's license at the time the completed application is returned.

Applicants must attach a copy of their current MPOETC card or proof of successful completion of the Act 120 curriculum as administered by the Municipal Police Officers Education and Training Commission to their completed application.

Applicants who served in the military must attach documentation to confirm discharge or release from duty to the completed application.

The physical agility test and written exam for the position of Police Officer will be conducted on Saturday, March 21, 2020. Both the physical agility test and the written exam will be held at Cardinal O'Hara High School, 1701 South Sproul Road, Springfield.

The physical agility test will start at 8:00 am, rain or shine. Applicants will park in the rear parking lot and report to the outdoor track. **Applicants must bring driver's license with them.** Applicants must pass all four phases of the physical agility test. Only those applicants who complete and pass all four phases of the physical agility test will be permitted to take the written exam. The four phases of the agility test are:

One Minute Sit Ups
300 Meter Run
One Minute Push Ups
1.5 Mile Run

as per Cooper Standards (30th percentile)
as per Cooper Standards (30th percentile)
as per Cooper Standards (30th percentile)
as per Cooper Standards (30th percentile)

Entrance Exam (30% Cooper)	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Sit Ups (1 Minute)	35	32	27	21	17	30	22	17	12	4
300 Meter Run (Time, secs)	62.1	63.0	77.0	87.0	/	75.0	82.0	106.7	/	/
Push Ups (1 Minute)	26	20	15	10	8	13	9	7	/	/
1.5 Mile Run (Time, mins:secs)	13:08	13:48	14:33	16:16	18:39	15:56	16:46	18:26	20:17	22:34

The written exam will start at 12:00 pm inside the Cardinal O’Hara High School Cafeteria. **Applicants must bring driver’s license with them.** The written exam is expected to last two to three hours. The final grade score to be used to determine an applicant's position on the Eligibility list shall consist of 60% of the oral examination score and 40% of the written examination score. The acceptable passing grade on the written examination shall be 80%. The acceptable passing grade on the oral examination shall be 70%. An eligibility list will be established for the future hiring of Police Officers. The eligibility list will remain in effect for one year.

**MARPLE TOWNSHIP POLICE DEPARTMENT
TATTOO AND BODY MODIFICATION POLICY**

1.8.1 b Uniforms and Appearance

VII. TATTOOS AND BODY

MODIFICATIONS/ADORNMENTS A. Tattoos

1. Visible tattoos that are considered extremist, indecent, racist, or sexist are prohibited.

a. Extremist:

- i. Affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities
- ii. Advocating, promoting, or supporting hatred and/or violence towards any person or group of persons based on race, national origin, gender, ethnicity, religion or sexual orientation.

b. Indecent:

- i. Can be interpreted as grossly indecent, lewd or sexual that shocks the moral sense because of its vulgar or disgusting nature, or
- ii. Would be inappropriate to be viewed by any minor child

c. **Racist:** advocates, promotes or supports degrading, demeaning, or insulting any person or group of persons based on race, ethnicity, or national origin.

d. **Sexist:** advocates, promotes or supports degrading, demeaning or insulting any person or group of persons based on gender.

2. Tattoos on the face, head and neck will not be permitted, except:

- a. Tattoos which are not immediately discernable/recognizable as tattoos that are used for cosmetic purposes only and are natural in appearance (e.g. tattooed eyebrows, eyeliner)
- b. Skin marking necessitated by medical treatment procedures

3. Intentional Scarring/Branding: For purposes of this policy, intentional scars/brands

will follow the same parameters as tattoos. Visible intentional scars/brands, which are considered extremist, indecent, racist, or sexist, are prohibited.

B. Body Modifications/Adornments, Dental Ornamentation

1. Body modifications and adornments shall not be visible. These shall include, but are not limited to:
 - a. Body jewelry in the nose, eyebrows, or other visible body part
 - b. Foreign objects inserted in the tongue or mouth
 - c. Enlarged/stretched openings in the flesh in areas such as the nose, lips, mouth, scalp, ears, or face
 - d. Abnormal shaping of ears, eyes, nose, teeth, etc.
 - e. Split or forked tongue
 - f. Implantation of objects under the skin
2. Dental Ornamentation: Teeth, whether natural, capped, or veneer shall not be ornamented with designs, jewels, metals, or other markings/symbols on the teeth.

- C. Any tattoos and body modifications/adornments brought to the attention of this Agency and are not covered by the parameters above will be reviewed on a case by case basis. The final determination shall be made at the discretion of the Chief of Police or his designee.

VIII. INSPECTION

- A. Supervisors shall be responsible to conduct periodic inspections to insure compliance with this policy.

MARPLE TOWNSHIP POLICE DEPARTMENT POLICE OFFICER DUTIES AND RESPONSIBILITIES

- A. Exercise authority consistent with obligations imposed by their oath of office and be accountable to command officers and their supervisors, promptly obeying all legitimate orders.
- B. Be responsible for the efficient performance of their duties in conformity with the policies of the agency.
- C. Maintain harmonious relationships with their associates by courteous and considerate demeanor, guarding themselves against envy, jealousy, or other unfriendly feeling and refraining from all unfriendly communication to the discredit of others.
- D. Coordinate their efforts with those of other officers and employees of the agency so that their teamwork may ensure continuity of purpose and maximum achievement of the police objectives.
- E. Communicate to their supervisor and other officers all information which is pertinent to the achievement of the police objectives.
- F. Patrol a designated geographic area in an assigned police patrol vehicle.
- G. Prevent disorders and the commission of crimes and quasi-criminal activities and offenses.
- H. Enforce traffic and parking regulations, direct traffic, answer calls for service and citizen complaints, investigate motor vehicle and other accidents.
- I. Selectively check businesses after normal working hours and buildings known to be unoccupied for any signs of tampering or suspicious circumstances, investigating and reporting any problems.
- J. Be alert to the Township's responsibility to keep public highways, streets, sidewalks, and all public ground free from hazardous conditions and, if necessary, make an immediate correction or notify the proper agency.
- K. At the scene of a crime or accident, administers first-aid, conducts preliminary investigations, locates witnesses, takes initial statements, and lays the groundwork for follow-up investigation work.
- L. Preserve crime scenes and locate physical evidence.
- M. Make arrests and prepare detailed reports in preparation to testifying and presenting evidence in the courts.

- N. Fingerprint and photograph arrestees when necessary.
- O. Give advice, assistance, and general information to the public.
- P. Attend assigned training classes and programs.
- Q. Assist in records keeping duties
- R. Provide prompt and adequate assistance to all sick, injured, or destitute persons.
- S. Perform other related duties as may be required



EMPLOYMENT APPLICATION MARPLE TOWNSHIP POLICE DEPARTMENT

1001 SUSSEX BOULEVARD
BROOMALL, PA 19008



Application must be typewritten or printed legibly in ink. All questions must be answered. If space is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application with the additional information.

PERSONAL DATA			
Name (last, first, middle)			
Street Address		City	State Zip
Home Phone	Cellular Phone	Email Address	
Social Security Number	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have Act 120 Certification? Yes <input type="checkbox"/> Year Certified _____ No <input type="checkbox"/>	
Do you possess a valid operator's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	Operator's License Number / State	Police Academy Attended	MPOETC Certification Number
EDUCATION	Name and Location of School	Certificate or Degree Received	
High School			
College			
Trade or Graduate			
Other			
EMPLOYMENT HISTORY			
Dates (Month/Year)	Name and Address of Employer	Position	Reason for Leaving
From:			
To:			
From:			
To:			
From:			
To:			
From:			
To:			
From:			
To:			

MILITARY SERVICE

Did you ever serve in the United States Armed Forces? Yes <input type="checkbox"/> No <input type="checkbox"/>	Dates of Service (Month/Year): Entry: _____ Separation: _____
---	--

Branch of Service	Honorable Discharge? Yes <input type="checkbox"/> No <input type="checkbox"/>
-------------------	--

PAST RESIDENCES List your past residences within the past 5 years, beginning with the current one.

From	To	Number and Street	City	State	Zip

REFERENCES List below three persons not related to you, whom you have known at least one year.

Name	Address	Phone Number	Relationship	Years Known

Pages 5 and 6 of this application contain the Job Description for the position of Police Officer. Are you able, with accommodation, to perform all of the functions of the position of Police Officer?

Yes No

I certify that the statements made by me in this application contain no falsifications, omissions, or concealment of material fact. I am aware that should an investigation disclose any willful misstatement, falsification, or concealment, my application will be rejected, my name removed from the eligible list, and, if already appointed, I may be dismissed from service.

SIGNATURE OF APPLICANT _____ DATE _____

PRINT NAME CLEARLY _____

Marple Township is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, or national origin.

**AFTER YOU HAVE COMPLETED THIS APPLICATION,
TAKE IT TO THE MARPLE TOWNSHIP MUNICIPAL BUILDING
LOCATED AT 227 SOUTH SPROUL ROAD, BROOMALL, PA 19008.**