

**EPHRATA POLICE DEPARTMENT**  
**QUALIFICATIONS FOR POLICE OFFICER CANDIDATES**  
*(All categories may be reviewed on a case-by-case basis)*

**General Qualifications**

- Must be 21 years of age by date of employment as a police officer as dictated by current Pennsylvania MPOTEC regulations.
- Must possess a diploma as proof of graduation from an accredited high school or have a graduate equivalent diploma.
- Must be a United States citizen.
- Must possess a valid motor vehicle operator license issued by any state in the United States by the date of employment as a police officer.
- Must be physically and mentally fit to perform the full duties of a police officer. *(To be determined by a medical examination, psychological evaluation & physical agility test)*
- Must successfully pass a written examination.
- Must successfully pass an oral interview process.
- Must successfully pass a comprehensive background investigation.
- Must successfully pass a polygraph examination.
- Must meet the minimum qualifications for police officer certification established by the Pennsylvania Municipal Police Officer Training and Education Commission and **must have successfully completed the Act 120 Training Program by the date of appointment.**
- Must reside within a twenty five (25) mile radius of the Borough line within six (6) months of completing their probationary period.
- Must provide truthful and non-misleading information on identity papers and must have documented proof of work eligibility.
- Must provide truthful and non-misleading information on every part of the employment application.

## **Employment**

1. Subject cannot have been fired OR resigned in lieu of termination for just cause within the past ten years.
2. Subject cannot have been disciplined for excessive absence, leave abuse, or tardiness more than two times within the past five years.
3. Subject cannot have been disciplined for irresponsibility or poor job performance more than three times within the past five years.
4. Subject cannot misrepresent, in excess of six months, the amount of time spent at any job held within the past ten years on the Police Application.
5. Subject cannot have engaged in or have been disciplined for having engaged in serious unethical or illegal activities by any previous employer. A "serious" unethical or illegal activity being defined as an act which would most likely lead to suspension for five days or more or to termination under the policies of any reasonable hiring agency.
6. During the course of a subject's employment history, he/she cannot have been the subject of any action involving perpetration of unlawful sexual harassment.
7. Subject cannot have been found to be at fault, through Internal Investigation by an employer or through legal means or through this Investigation, for any action recklessly and directly resulting in injury or harm to another person or co-worker without just cause.
8. Subject cannot be found to have obtained any position of employment by deceptive, dishonest, unethical, or illegal means.
9. Subject cannot be found to have repeatedly and intentionally viewed child pornography by any medium including electronic and virtual child porn involving animation.
10. Subject cannot be found to have been involved in any motor vehicle accident or incident during which he was under the influence of illegal drugs or alcohol, either at work or otherwise, within the past ten years.
11. Subject cannot have lied or been untruthful, directly or by omission, in any other application for employment completed by subject in the past, regardless of whether said application led to eventual employment at said agency or business.
12. Subject cannot have been disciplined for any action within the past five years involving unlawful racial or sexual discrimination, regardless of whether said action was directed at a co-worker or at another person.

## **Military History**

1. Subject cannot have been dishonorably discharged.
2. Subject cannot have been court-martialed and convicted for any reason consistent with a comparable civilian offense that would result in disqualification under this Standard.
3. Subject cannot have been disqualified from re-enlistment for any reason stemming from misconduct.
4. Subject cannot have committed an act of misconduct comparable with a civilian offense that would result in disqualification under this Standard.
5. Subject cannot have received a non-judicial punishment such as an "Article 15" or any equivalent measure of a different name for an incident involving substance abuse more than two times within the most recent five years of active duty service.
6. Subject cannot have received a "Section 8" discharge, or any other psychologically-related discharge of a different name or designation, which condition would create an inherent risk in the individual performing the public safety duties of a Police Officer.
7. If Veteran's Preference was claimed by the subject on his/her Police Application, subject must be legally entitled thereto.
8. Subject cannot have been the suspect in any military investigation involving brutality or abuse towards civilians, regardless of citizenship, unless said investigation cleared the Subject of any and all involvement concerning these allegations.

## **Financial History**

1. Subject SHOULD not have claimed bankruptcy within the past three years. NOTE: VIOLATION OF THIS ITEM ALONE DOES **NOT** CONSTITUTE SUFFICIENT GROUNDS FOR FAILURE OF THE BACKGROUND INVESTIGATION, PURSUANT TO STATE AND FEDERAL LAW.
2. Subject cannot have been found in contempt of any court-ordered support or has been incarcerated for violation of any court-ordered obligation within the past three years.
3. Subject cannot be 90 days or more past due in any debt greater than \$1,500.00.
4. Subject cannot have been evicted for just cause within the past five years.

5. Subject cannot have had wages assigned or garnished for criminal restitution purposes within the past five years.
6. Subject cannot have had a vehicle repossessed within the past five years.
7. Subject cannot have failed to fulfill any financial contract or rental/lease agreement in excess of \$5,000.00 within the past ten years.
8. Subject cannot have willfully issued a bad check within the past ten years.
9. Subject cannot owe any money whatsoever to any loan shark, bookmaker, or any other unlicensed or unauthorized individual or organization suspected of illegal gambling, racketeering, or usury activities.

### **Criminal/Ethical Analysis**

1. Subject cannot have lied, falsified, or omitted significant/relevant facts from the Police Application or Background Interview or taken any action to mislead investigators or the Commission.
2. Subject can never have offered or accepted an official bribe.
3. Subject cannot have been involved in shakedown, extortion or kickback activities within the past 20 years.
4. Subject cannot have been involved in acts consistent with resisting arrest OR been involved in any incident in which he/she was disciplined for excessive force within the past ten years or since completion of Act 120 Certification if applicable.
5. Subject cannot have been involved in acts that would be consistent with three or more criminal summary offenses within the past three years.
6. Subject cannot have been cited with five or more summary traffic offenses within the past five years.
7. Subject cannot have been convicted of a misdemeanor involving threatening an official, disorderly conduct, assault, or child/spousal/domestic abuse.
8. Subject cannot have been convicted of any offense assigned a grading in Pennsylvania of any misdemeanor or above, including felonies, since legal adulthood (age 18 or above), nor any felonies or violent misdemeanors as a juvenile. Also, subject cannot have committed any undetected or unprosecuted crime within the past eight years or since completion of Act 120 Certification, if applicable.
9. Subject cannot have been convicted of DUI or any comparable offense.

10. Subject cannot have committed any felony or misdemeanor which did not lead to being arrested within the past eight years, nor can he/she have committed any felony or misdemeanor involving domestic violence EVER.
11. Subject cannot have been involved in acts consistent with Harassment and Stalking within the past five years or specifically been involved with acts consistent with the "Stalking" violations of law EVER.
12. Subject cannot have used marijuana more than three times within the past three years. Subject cannot have used marijuana AT ALL since completion of the Act 120 Certification or equivalent certification in another state, if applicable.
13. Subject cannot have used any illegal drug, other than marijuana, EVER. Subject cannot have SOLD any illegal drug EVER. Subject cannot have used marijuana during working hours for the past ten years or since completion of Act 120 Certification, if applicable, unless such use is required or necessary in the course of official duty (WRITTEN EXPLANATION REQUIRED BY PERTINENT EMPLOYER AND/OR SUPERVISOR).
14. Subject cannot ever have used acid, LSD, crack cocaine, ice, heroin, any barbiturate (non-prescription), any Schedule I drug (as it has no accepted medical use within the United States), and Schedule II drug other than as prescribed by a physician, any Schedule III drug other than as prescribed by a physician. (AS DEFINED BY THE PENNSYLVANIA CONTROLLED SUBSTANCE DEVICE AND COSMETICS ACT, April 14, 1972, effective 06/14/72.)
15. Subject cannot ever have been involved in the manufacture, trafficking or distribution of illegal drugs.
16. Subject cannot have abused alcohol on any job to an obvious or legal degree of impairment or gone to work under the influence of same within the past ten years unless such use is required or necessary in the course of official duty (WRITTEN EXPLANATION REQUIRED BY PERTINENT EMPLOYER AND/OR SUPERVISOR).
17. Subject cannot have refused to submit to, or avoided submission to, or fraudulently altered the specimen and/or results of any drug/alcohol test implemented by law enforcement officials, or an employer, or a prospective employer, within the past ten years.
18. Subject cannot have been late to work, missed work, called off sick from work, or had work performance suffer as a result of the use of alcohol more than twice within the past three years.

19. Subject cannot have been late to work, missed work, called off sick from work, or had work performance suffer as a result of the use of illegal drugs within the past ten years.
20. Subject cannot have taken more than \$75.00 in illegal money or \$75.00 in unauthorized or illegal merchandise from employers, and NO theft of money AT ALL within the past ten years.
21. Subject cannot have taken ANY merchandise or illegal money from any employer since completion of Act 120 Certification, if applicable.
22. Subject cannot be found to often act in an erratic manner, have a propensity for violence, or be unable to communicate effectively. Subject cannot be unable to engage in physical confrontations to subdue suspects because of some limitation.
23. Subject cannot have been found by Investigators to have engaged in any behavior that would constitute CONDUCT UNBECOMING a Police Officer that is behavior involving acts of base immorality or of an unethical nature, not otherwise addressed by these Guidelines of Acceptability.
24. Subject cannot have any active PFA or similar order outstanding against him.
25. Subject cannot have been convicted of, or committed, or conspired to commit, shoplifting or retail theft of any similar or related act within the past ten years or since completion of the Act 120 Certification, if possible.
26. Subject cannot have been the primary cause of more than three reportable motor vehicle crashes within the past three years.