



**Elizabethtown Borough Police Department**  
**600 South Hanover Street**  
**Elizabethtown, PA 17022**

**(717) 367-6540**    [etownpd@etownpolice.org](mailto:etownpd@etownpolice.org)

APPLICATION FOR POLICE OFFICER

1. Read the following instructions carefully before filling out the application.
  - a. All requested information must be furnished.
  - b. The information you give must be complete and accurate. Applications not properly completed may be returned for correction or may be rejected.
  - c. The name of the applicant must be the same, both in spelling and initials, wherever it appears on this application.
  - d. All completed applications shall be filed with the Chief of Police at 600 South Hanover Street, Elizabethtown, PA 17022, and must be accompanied by legible copies of the following records:
    - i. Proof of U.S. citizenship (birth certificate or social security card)
    - ii. Naturalized citizen shall submit proof of naturalization.
    - iii. High school diploma or G.E.D. certificate, college diploma, if applicable.
    - iv. Include a copy of your Act 120 training certificate or other proof of completion or expected completion.
    - v. Discharge or separation papers (DD Form 214) from military service, where applicable.
  - e. Both the completed application and Waiver and Release for Background Information form will be signed and notarized prior to submitting same.
  - f. If a question does not pertain to you, write in the space, "N/A."
  - g. If you require additional space to thoroughly and completely answer any question(s) on the application, affix additional 8 ½" X 11" sheets of paper to the end of the application. Identify which question the answers pertain to, and list your full name and Social Security Number on the upper, right corner of the additional page.
  - h. All information supplied in the application and at all subsequent interviews is confidential and will not be given to unauthorized persons. The information is to be used to investigate and evaluate your application. This guarantee will become void if the investigation discloses any criminal act on your part.

2. An acceptable applicant must:

- a. Be a citizen of the United States.
- b. Have reached their 21<sup>st</sup> birthday before the deadline of submitting an application.
- c. Have graduated from an accredited high school or possess a graduate equivalency diploma. Include a copy of your diploma, G.E.D. or other proof of completion.
- d. Possess a valid Pennsylvania driver's license.
- e. Be of excellent character and may not have been guilty of any crime involving moral turpitude or of disgraceful conduct and has not been dismissed from public service for delinquency or misconduct of office.
- f. Not use, sell or possess illegal narcotics, drugs, and/or controlled substances, nor be addicted to intoxicating liquors.
- g. Not be affiliated with any group whose activities are subversive to the Constitution of laws of the United States and/or the Commonwealth of Pennsylvania.
- h. Be able to comply with the residency requirements of Elizabethtown Borough Police Department within the first year of employment.
- i. Have successfully passed all written, oral and physical examinations required by the Elizabethtown Civil Service Commission at the time and place designated by them.
- j. Successfully complete a one (1) year probationary period.
- k. Prior to appointment, must have completed all police academy training in accordance with the Municipal Police Officers' Education and Training Commission, Act 120.
- l. Successfully fulfill the minimum qualifications of the Physical Agility Examination conducted by the police department.
- m. Be able to perform all of the essential job functions of a police officer.
- n. Medical physical examination – Applicants who are offered conditional employment will be required to take and pass a physical examination given by a doctor appointed by Elizabethtown Borough who will be required to certify the applicant is physically fit and able to perform the duties of a police officer. The cost of the physical examination will be borne by Elizabethtown Borough.
- o. Psychological examination – Applicants who are offered conditional employment will be required to take and pass a psychological examination given by a psychiatrist appointed by Elizabethtown Borough who will be required to certify that the applicant is free from any mental or emotional disorder or defect that would prevent the successful discharging of the duties of a police officer.
- p. Polygraph examination - Applicants who are offered conditional employment will be required to take and pass a polygraph examination given by a certified polygraph examiner appointed by Elizabethtown Borough who will be required to verify the applicant has been truthful on his/her application and explore the applicant's background for excellent character, past crimes or disgraceful conduct that may impact the ability of the applicant to serve as a police officer.