

**POLICE OFFICER APPLICATION  
GETTYSBURG POLICE DEPARTMENT**

**General Instructions**

This application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; a General waiver; a Polygraph Release; and a description of essential job functions. Every one of these sections must be completed in order the Gettysburg to accept the Application as complete. Print (do not type) an answer to every 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**

Last Name First Name Middle Name Social Security Number

Alias(es), Nickname(s), Other Changes in Name Telephone Number

Present Residence Address Street/City/State/Zip

U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court

Residences: List all for past ten years beginning with current.

Month & Year With Whom Did You Live

From To Address Where Are They Now?

**Family**

List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

Relationship Name Address (if living)

Father

Mother

**Vehicle Operator's License**

Give the following information concerning any vehicle operator's license you have held or now hold:

Type of License Number Issuing Authority Expiration

Have you ever had a license suspended or revoked?

**Conviction Of Crime**

Have you ever been convicted or pled guilty or nolo contendere to a misdemeanor or felony charge? If yes, state violation, court of jurisdiction, and date of conviction.

**10. Financial Status**

Do you have any income from any source other than your principal occupation?

If yes, 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

**Past And Present Membership In Organizations**

Name

Address

Zip Type

(Social, Fraternal, Professional, Etc.)

Office Held Membership

Dates

From To

Subversive Organizations

0 Yes

0 No

Are you now or have you ever been a member of any organization, association, movement, group or combination of persons 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?

0 Yes

0 No

Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official, or employee?

0 Yes

0 No

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?

0 Yes

0 No

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 these 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 members of these organizations, then list the individuals and the organization with which they were or are affiliated.

Education

A. List all elementary, junior high and high schools attended.

Attach transcript from last high school attended.

Name

City

Zip

Graduated Yes/No

B. Higher Education. List all colleges or universities attended. Attach transcript from last institution.

Name

City

Zip

Dates

Attended Credit Hours

Semester/Quarter Degree

Rec'd - Year

From To

Major and Minor Courses:

C. Other Schools or training (trade, vocational, military). Give for each the name and location of school, dates attended, subjects studied, certificate earned, and any other pertinent data. Include

complete mailing address.

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 qualifications not covered in application: (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

Foreign Language: Enter language and indicate fluency.

Language Reading Speaking Understanding Writing

Foreign Travel: Exclude 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

Hobbies and Sports:

Name Length of Participation Level of Proficiency

Employment: Begin with your most recent job and list your work history for the past ten years, including

part-time, temporary or seasonal employment, and all periods of unemployment.

Date Name & Address of Employer

To From

Salary Job Title

Description of Duties

Why did you leave?

Name of Supervisor:

Name of Co-Worker:

Date Name & Address of Employer

To From

Salary Job Title

Description of Duties

Why did you leave?

Name of Supervisor:

Name of Co-Worker:

Date Name & Address of Employer

To From

Salary Job Title

Description of Duties

Why did you leave?

Name of Supervisor:

Name of Co-Worker:

If additional employer blocks are needed, please 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, giving name and address of employer, approximate date, and reasons in each case.

#### Military Status

Have you ever served in the U.S. Armed Forces?

If yes, attach photostatic copy of discharge or separation papers. 0Yes

0No

Do you claim veteran's preference?

0Yes

0No

A. While in the military service were you ever convicted or pled guilty or nolo contendere to a misdemeanor or felony charge? If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheet to record this information.

0Yes

0No

B. Are you presently a member of a U.S. Reserve or State Guard organization?

If yes, complete the following: 0Yes

0No

Grade and Service No.:

Service and Component:

Organization and Station or Unit and address:

Status

Indicate reserve obligation, if any:

20. Selective Service:

Last Classification:

Selective Service No: Last Classification:

Date: Local Board:

Address:

21. Character References

List only character references who have definite knowledge of your qualifications for the position of application. List 5 character references. (Do not list relatives, former employers, or persons living outside the United States.)

Name Address Home Phone Work Phone Years Known

1.

2.

3.

4.

5.

22. 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, give details.

23. Have you ever applied for a position with any other governmental agencies? If yes, give

details.

24. Remarks:

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date

VERIFICATION

The information I have provided in the foregoing Application is true and correct to the best of my knowledge belief and understanding. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

Date: Signature:

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 with the Gettysburg Borough.

If conventional methods fall in attempting to contact the applicant, a certified-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 the Gettysburg Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges that you have read and understood the contents of this procedure.

Date Signature

WAIVER AND RELEASE OF LIABILITY

To Whom It May Concern: is an applicant for employment with the Gettysburg Borough Police Department. Accordingly, the Gettysburg Civil Service Commission is performing or causing to be performed, a background check on the applicant. The Commission understands that you may have relevant information regarding the applicant. The Commission desires that you be able to provide this information without fear that doing so creates an unreasonable risk of being subjected to litigation by the applicant. For this reason, the Commission has required the applicant, as a condition for being considered an applicant, to execute for your protection this Waiver and Release of Liability.

I, , am the applicant referenced in the above paragraph. The statements made in that paragraph are accurate. I concur in the desire of the Civil Service Commission that you should freely and without fear of my instituting litigation against you for so doing, cooperate with the Commission in its background investigation of me. For this reason, I authorize you and your agents to provide the Commission's investigators with detailed responses to their inquiries and requests for documents. This authorization is extended to my references, my formers employers, education institutions attended by me and to any other person or entity in a position to provide relevant information to a potential employer of a police officer. This authorization extends to both factual and subjective (personal opinion) information and responses you might provide to the Commission.

In support of this authorization, I forever waive, for myself and for anyone who might derive legal rights from me and/or have an entitlement in my estate, any and all liability that might arise or arguably arise from your cooperation in this background investigation, including but not limited to providing, during a one year period to : answers to the Commission's questions; documents to the Commission; volunteered information to the Commission; and opinions about me to the Commission.

I intend to be legally bound by this document and the commitments made in it. This is confirmed by my dated signature below.

Date: Signature

## Essential Functions of a Police Officer

### General/Essential Requirements

- Ability to regularly and routinely report for work.
- Ability to regularly and routinely report to work on time.
- Ability to regularly and routinely work a variety of shifts.
- Ability to regularly and routinely work holidays.
- Ability to regularly and routinely work, without interruption, an entire shift.
- Ability to, with substantial regularity, work overtime.
- Ability to effectively communicate.
- Ability to be an effective witness.
- Ability to write legible and coherent reports and descriptions.
- Ability to operate effectively within the concept of a chain-of-command and to function effectively as a member of a quasi-military organization.

### Patrol and Incident Response

- Provide back-up to other police personnel.
- In response to a report of child abuse, observe and evaluate the physical or mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.
- Respond to a crime in progress and secure the area to effect an arrest.
- When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.
- Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.
- Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.
- Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).
- Operate a Department vehicle at a high rate of speed, using emergency lights and sired and maintaining public safety, to respond to emergency calls for service.
- Request assistance from other police personnel.
- Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.
- Participate in large scale coordinated search for one or more persons (e.g., escapees, mental patients, lost people, etc) to locate or apprehend the person(s).
- Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.
- Operate a Department vehicle under non-emergency conditions within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.
- Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.
- Respond to incidents requiring your presence as specified in Departmental policies.
- Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.
- Observe and check entrances to buildings and premises to maintain security of property.
- Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated (e.g., drunk, epileptic) and detain that person in order to provide for placement.
- Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to affect the safe, peaceful, and orderly flow of a crowd of people.
- Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.
- Sere on special details to help maintain peace.

### Traffic Enforcement

- When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular

traffic to reduce risk of injury to self or others and take evasive action when necessary.

- Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.
- Protect an accident scene to allow for a determination of the facts of the accident.
- Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades),
- Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
- Estimate vehicle speed visually or use speed detection equipment to determine the speed of a vehicle.
- Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operations of vehicles on the road.
- Issue a citation to a traffic violator.
- Impound or supervise impounding of equipment or vehicles left on the roadway.

## Investigations

- Identify and collect evidence at a crime scene to preserve that evidence for use in as investigation.
- Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
- Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
- Evaluate evidence to determine its relationship to an investigation.
- Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
- Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witness, victims, or suspects of a crime.
- Inspect a suspected controlled substance to make a preliminary determination of its identity and request further lab tests as needed.
- Determine the probable facts of the incident from examination and comparison of statements and other evidence.
- Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
- Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
- Identify assets for potential seizure at a crime scene.
- Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.

## Arrest-Related Activities

- Display or discharge a departmentally approved firearm to protect self and/or the public.
- Display or utilize a departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Department policy.
- Search one or more persons for weapons, fruits of a crime, or contraband to affect an arrest, protect oneself and the public, and/or obtain evidence.
- Search a vehicle for weapons, fruits of crime, or contraband to affect an arrest, protect self and the public, and/or to obtain evidence.
- Distinguish between felony and misdemeanor classifications when making arrests.
- Search a building for individuals, weapons, fruits of a crime, or contraband to affect an arrest, protect self and the public, and/or to obtain evidence.
- Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to affect custody of an arrestee.
- Determine applicability of Miranda when arresting and detaining suspects.
- Signal a felon to stop (e.g., emergency light, siren, in order to affect an arrest or contain the felon and await backup).
- Make judgments about probable cause for warrant less searches.
- Operate a Department vehicle at a high rate of speed, maintaining public safety and in

compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.

- Determine whether suspects require medical attention.
- Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to affect custody of an arrestee.
- Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.
- Legally force entry into building to apprehend suspect and/or evidence.
- Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention.
- Pursue a suspect of violator on foot.
- Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).
- Make recommendations for strip or body cavity search.
- Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.

#### Evidence/Property Management

- Ensure the secure storage of evidence and property in the designated location.
- Ensure the maintenance of chain of custody for evidence.
- Release property of evidence to authorized individuals.

#### Record and Report Management

- Write narrative reports (e.g., incident reports), providing complete, accurate and consistent information.
- Summarize in writing the statements of witnesses and complaints.
- Fill in forms requiring specific information accurately and completely.
- Record information required by Department guidelines in proper logs.
- Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
- Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.

#### Court

- Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, to assist in fulfilling the Department's role in the judicial and administrative process.
- Review search and arrest warrants prior to presentation to judge or prosecutor for signing.
- Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.
- Prepare search or arrest warrants.

#### Community Relations

- Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
- Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
- Contract the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.
- Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of actions, etc.
- Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.
- Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
- Maintain current information about available social agencies and their roles or use in referring citizens seeking help.
- Discuss police actions with relatives of prisoners or complainants.

#### Police Department Property Management

- Clean and inspect weapons.



- Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.
- Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.
- Maintain clothing and personal equipment to satisfy inspection requirements.
- Maintain personal copies of Departmental directives as required by Department policy.
- Internal/External Communications and Coordination
- Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.
- Communicate with other Department personnel informally to discuss and exchange information (e.g., intelligence), address problems, etc.
- Monitor and respond to routine communications (e.g., phone).
- Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.
- Request documents in records systems (e.g., pictures, criminal histories, etc.).
- Notify other Police Department units of unusual situations and conditions as necessary and appropriate.
- Contract other Police Departments and law enforcement agencies (e.g., FBI) for information and assistance.
- Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.
- Respond to requests for information from superior personnel.
- Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.
- Contact outside agencies and organizations (e.g., social service agencies) for information.

#### Professional Development

- Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.
- Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.
- Read internal reports and training materials to keep current on procedures and issues.
- Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.
- Read outside literature (e.g., texts and journals) to keep current on law enforcement topics.

I have reviewed the above list of essential job functions for a Gettysburg policy officer and believe that:

I can fully perform all duties with or without reasonable accommodations.

I cannot fully perform all duties even with accommodations.

Name Signature Date

CS-2

### **Notice of Written Examination**

Dear :

Your application material for the position of has been received. This letter is to notify you that the written examination portion of the examination for the position of will take place on at at . The candidates will be ranked according to their scores after the written examination, and only those applicants scoring higher than seventy (70) percent and receiving one of the highest scores will be eligible to proceed further in the examination process.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-3

**Public Announcement of Examination  
and Newspaper Advertisement  
for Publication and Posting  
Examination Notice  
Gettysburg Borough**

Forms required to be completed in order to apply for the position of are available at the Gettysburg Borough Administration Building, 59 East High Street, Gettysburg, PA. 17325. The Borough Administration Building is open from 7:30 AM-4:30 PM, Monday through Friday. Call (717) 334-1160 if you have any questions.

COMPLETED APPLICATIONS MUST BE TURNED IN TO THE BOROUGH MANAGER'S OFFICE DURING NORMAL BUSINESS HOURS BY .

A written examination will be held on at at . Other mandatory components of the test are an oral examination, a background check, a fitness test, a medical examination, psychological examination, and a polygraph examination. A complete copy of the Gettysburg hiring policy, as set forth in its Civil Service Rules, is available for inspection during regular business hours at 59 East High Street.

CS-4

**Notice of Successful Result for Written Examination**

Dear :

This letter is to notify you that you received a score of % on the written examination portion of the Civil Service Examination. You are among the passing candidates, and therefore you are eligible to proceed further in the examination process.

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-5

**Notice of Ineligibility after Written Examination**

Dear :

This letter is to advise you that you achieved a score of % on the written portion of the Civil Service Examination. Based upon the results reported, you did not pass the written exam as that term is defined in the Commission's Rules. Consequently, unless you submit a timely request for a hearing as set forth below and are successful in your appeal, you will be ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal the result, you must request a hearing before the Gettysburg Civil Service Commission in writing within ten (10) days from your receipt of this notice.

Thank you for your participation.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-6

**Notice of Successful Result for Oral Examination**

Dear :

This letter is to notify you that you received a score of % on the oral examination portion of the Civil Service Examination for the position of . You are among the passing candidates, and therefore you are eligible to proceed further in the examination process.

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,  
Secretary

**Notice of Ineligibility after Oral Examination**

Dear :

This letter is to advise you that the Board of Oral Examiners has reported to the Commission that you achieved a score of % on the oral portion of the Civil Service Examination for the position of . Based upon the results reported, you did not obtain a passing grade as that term is defined in the Commission's Rules. Consequently, unless you submit a timely request for a hearing as set forth below and are successful in your appeal, you will be ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal the oral examination score reported to the Commission by the Oral Examination Board, you must request, in writing, a hearing before the Gettysburg Civil Service Commission within ten (10) days from your receipt of this notice.

Thank you for your participation.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-8

**Notice of Passing Polygraph Examination**

Dear :

This is to notify you that you passed the polygraph examination you took on . You, therefore, remain eligible to participate further in the Civil Service Examination for the position of .

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-9

**Notice of Failing First Polygraph Examination  
and Notice of Second Examination**

Dear :

This letter is to inform you that under the Gettysburg Civil Service Rules, applicants who fail their initial polygraph examination are eligible for a second test. You have, therefore, been scheduled for a second polygraph examination on at . The examination will be conducted by .

Please advise me immediately if you do not intend to take this second polygraph examination. If you are unable to attend on the designated date and time, please call directly at to reschedule. The examination must be completed by .

Very truly yours,  
Secretary  
Gettysburg Borough

CS-10

**Notice of Failing Second Polygraph Examination  
and Right to Appeal for Third Examination**

Dear :

This letter is to advise you that the second polygraph examiner appointed by the Civil Service Commission has reported to the Commission that you displayed deception in your responses to one or more material questions during the examination. Based upon this report from the polygraph examiner, you did not pass the exam as that term is defined in the Commission's Rules.

The Rules permit an applicant who has failed two (2) polygraph examinations to appeal to the Civil Service Commission for a third examination. Consequently, unless you submit a timely

request for a hearing as set forth below and are successful in your appeal, you will be ineligible to proceed further in the examination process.

If you believe that you have a basis to obtain a third polygraph examination, you must request a hearing, in writing, before the Gettysburg Civil Service Commission within ten (10) days from the receipt of this notice.

Thank you for your participation.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-11

### **Notice of Passing Second Polygraph Examination**

Dear :

This is to notify you that you passed the second polygraph examination that was administered to you on . You, therefore, remain eligible to participate further in the Civil Service Examination for the position of .

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-12

### **Notice Denying Request for Third Polygraph Examination**

Dear :

This letter is to inform you of the Commission's decision regarding your request to participate in a third polygraph examination. After the hearing held before the Commission on regarding this matter, during which you appeared and presented your grounds in support of a third polygraph examination, the Commission voted to deny your request.

Thank you for your participation.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-13

### **Notice Granting Request for Third Polygraph Examination**

Dear :

This letter is to inform you of the Commission's decision regarding your request to participate in a third polygraph examination. After the hearing held before the Commission on regarding this matter, during which you appeared and presented your grounds in support of a third polygraph examination, the Commission voted to grant your request.

You have been scheduled for a third polygraph examination on at . The examination will be conducted by . Please advise me immediately if you decline to take this third polygraph examination. If you are unable to attend on the designated date and time, please call (717) 334-1160 to reschedule. The examination must be completed by .

Very truly yours,  
Secretary  
Gettysburg Borough

CS-14

### **Notice of Passing Third Polygraph Examination**

Dear :

This letter is to inform you that you passed the third polygraph examination conducted by on . You, therefore, remain eligible to participate further in the Civil Service Examination for the position of .

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-15

### **Notice of Failing Third Polygraph Examination**

Dear :

This letter is to inform you that you failed the third polygraph examination administered by on . Therefore, you are ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal this result, you must request, in writing, a hearing before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-16

### **Notice of Passing Physical Agility Examination**

Dear :

This is to notify you that you passed the physical agility examination you took on . You, therefore, remain eligible to participate further in the Civil Service Examination for the position of .

In the near future, you will be informed, in writing, of the next step in the process.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-17

### **Notice of Failing Physical Agility Examination**

Dear :

This letter is to advise you that examiners for the physical agility test have reported to the Commission that you did not pass this portion of the Civil Service Examination for the position of . Based upon the results reported to the Commission, you did not pass the physical agility test as that term is defined in the Civil Service Rules. Consequently, unless you submit a timely request for a hearing as set forth below and are successful in your appeal, you will be ineligible to proceed further in the examination process.

If you believe that you have a basis to appeal the results reported by the physical agility examiners, you must request, in writing, a hearing before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-18

### **Notice of Passing Background Investigation**

Dear :

This letter is to notify you that you passed the background investigation conducted by the Borough of Gettysburg. Your weighted composite score, based on your written and oral examination, is . Your rank on the eligibility list is . This score and rank includes any veterans' preference points to which you may be entitled.

If the Gettysburg Council decides to appoint a new police officer, only the top three names on the eligibility list will be submitted for consideration. If Gettysburg decides to select one of these three candidates for appointment to the police force, then any offer of appointment would be contingent upon passing a medical and psychological examination. You will be notified, in writing, by the Civil Service Commission at the time your name is submitted to Gettysburg Council as one of the three candidates eligible for appointment.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-19

### **Notice of Failing Background Investigation**

Dear :

This letter is to advise you that , who has been appointed by the Commission to conduct a background investigation of potential Borough police officers, has reported to the Commission findings/information which appears to disqualify you from appointment as a police officer with the Borough of Gettysburg. Specifically, the following are a summary of the matters of concern that were developed as a result of the background investigation:

.

You have the right to submit to a timely request for a hearing as set forth below, challenging your disqualification from becoming a Gettysburg Borough police officer. If you fail to timely appeal, or you unsuccessfully appeal, you will be deemed ineligible to proceed further in the examination process. If you believe you have the basis to appeal your disqualification, you must request, in writing, a hearing before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice. Thank you for your participation.

Very truly yours,  
Secretary  
Gettysburg Borough

\* Be sure to consult your solicitor when completing this letter.

CS-20

### **Notice of Medical and Psychological Examinations**

Dear :

Congratulations. You have been selected for the appointment to the position of . However, your appointment is contingent upon passing both your medical and psychological examination. You have been scheduled for the medical examination portion of the Civil Service Examination for the position of on at with Dr. at . The medical examination is a mandatory part of the examination; only those candidates who pass the medical examination will be hired/promoted.

If you cannot attend the scheduled examination, please call Dr. directly at and arrange an alternative time. Please be advised that the examination must be completed by .

Very truly yours,  
Secretary  
Gettysburg Borough

CS-21

### **Notice of Passing Medical Examination and Notice of Psychological Examination**

Dear :

This letter is to notify you that you that, as a result of the medical examination given to you on by Dr. , you are approved to move onto the next step of the post-offer of employment

medical/psychological examination requirements.

You are scheduled for a psychological examination on with Dr. at .

If you cannot attend the scheduled examination, please contact Dr. directly at and arrange an alternative time. Please be advised that the examination must be completed by .

Very truly yours,  
Secretary  
Gettysburg Borough

CS-22

### **Notice of Failing Medical Examination**

Dear :

This letter is to advise you that Dr. has reported certain medical findings to the Commission that would appear to suggest that you are unable to perform all of the essential functions of a Gettysburg Borough police officer. Dr. report is attached. Before making any determinations regarding the viability of your candidacy to be a Gettysburg Borough police officer, we are prepared to meet with you to discuss whether you have information that you believe the Commission should have before reaching the question of whether your tentative offer of employment should be revoked. Secondly, this discussion would allow the Commission and you to discuss any reasonable accommodations which might make it possible for you to perform all of the essential functions of the job.

If the decision is made to revoke your tentative offer, you may submit a timely request for a hearing as set forth below. If you are unsuccessful in your appeal, your tentative offer will be reinstated.

If you believe that you have a basis to appeal any revocation of your contingent offer of employment, you must request a hearing, in writing, before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-23

### **Notice of Passing Psychological Examination**

Dear :

This is to notify you that, as a result of the psychological examination that you took on , no issues were identified which might cause the Borough to withdraw its tentative offer of employment. Please contact Chief to discuss your starting date.

Very truly yours,  
Secretary  
Gettysburg Borough

CS-24

### **Notice of Failing Psychological Examination**

Dear -:

This letter is to advise you that Dr. has reported certain medical findings to the Commission that would appear to suggest that you are unable to perform all of the essential functions of a Gettysburg Borough police officer. Dr. report is attached. Before making any determinations regarding the viability of your candidacy to be a Gettysburg Borough police officer, we are prepared to meet with you to discuss whether you have information that you believe the Commission should have before reaching the question of whether your tentative offer of employment should be revoked. Secondly, this discussion would allow the Commission and you to discuss any reasonable accommodations which might make it possible for you to perform all of the essential functions of the job.

If the decision is made to revoke your tentative offer, you may submit a timely request for a hearing as set forth below. If you are unsuccessful in your appeal, your tentative offer will be reinstated.

If you believe that you have a basis to appeal any revocation of your contingent offer of employment, you must request a hearing, in writing, before the Gettysburg Civil Service Commission within ten (10) days of your receipt of this notice.

Thank you for your participation.

Very truly yours,  
Secretary  
Gettysburg Borough