

# Township of Cheltenham

## Police Department

John J. Norris  
Chief of Police



8230 Old York Road  
Elkins Park, Pennsylvania 19027-1589  
Montgomery County  
(215) 885-1600

July, 2009

Dear Sir or Madam

Fifteen member municipalities of the Montgomery County Consortium of Communities will be conducting an **ENTRY LEVEL EXAMINATION FOR POLICE OFFICER** on Saturday September 26, 2009.

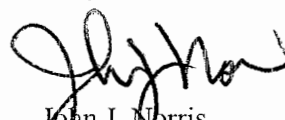
The participating departments are Abington, Bryn Athyn, Cheltenham, West Conshohocken, Hatfield, Hatboro, Jenkintown, Limerick, Lower Gwynedd, Lower Moreland, Lower Providence, Towamencin, Upper Dublin, Upper Moreland, and Whitpain. As part of these municipalities commitment to equal opportunity employment, we are seeking qualified applicants from as broad a population as possible.

Enclosed is the examination announcement detailing application procedures. **Please note the deadline for submission of applications as indicated in the announcement.** Please note also that, upon registration, a study guide will be furnished to all prospective applicants.

Specific information, including each department's current salaries and minimum hiring requirements etc. are included in the examination announcement. Applicants need to complete only one unified application form to apply to one or all of the departments testing. Applications are available as of Monday August 3, 2009 from the participating departments at the addresses shown on the enclosed announcement or at the following web pages. Abington Township at [www.abingtonpd.org](http://www.abingtonpd.org), or Cheltenham Township at [www.cheltenham-township.org](http://www.cheltenham-township.org). Applicants may also contact the Montgomery County Black Law Enforcement Officers Association at 1-877-861-7507 or [www.mcbleoa@hotmail.com](mailto:www.mcbleoa@hotmail.com).

We would appreciate your posting this notice, copying and disseminating it to any persons you believe would be likely candidates or personally inform them of the test at your earliest opportunity. Thank you for your assistance.

Very truly yours,



John J. Norris  
Chief of Police

**EXAMINATION ANNOUNCEMENT  
MONTGOMERY COUNTY CONSORTIUM OF COMMUNITIES  
EXAMINATION - POLICE OFFICER**

The Montgomery County Consortium of Communities, on behalf of their respective Civil Service Commissions or Municipalities, will be conducting a **written examination for Police Officer on Saturday, September 26, 2009** at the Abington Senior High School, 900 Highland Avenue, Abington, PA 19001. **Applicants with the last name beginning with A to L shall report for registration at 8:00 a.m. on the day of the test. No one will be admitted after 8:30 a.m. Applicants with the last name beginning with M to Z shall report for registration at 11:30 a.m. No one will be admitted after 12:00 p.m.**

When reporting for the examination, each candidate **MUST** bring two (2), #2 pencils and photo identification. A Drivers' License is preferred.

**INSTRUCTIONS:**

A single, unified preliminary application can be used to apply to any one, or all fifteen, of the following Departments: Abington, Bryn Athyn, Cheltenham, Hatboro, Hatfield, Jenkintown, Limerick, Lower Gwynedd, Lower Moreland, Lower Providence, Towamencin, Upper Dublin, Upper Moreland, West Conshohocken and Whitpain. Unified applications are available at any one of the departments or at **www.abingtonpd.org**.

**A MONEY ORDER IN THE AMOUNT OF \$35.00 MUST BE SUBMITTED WITH THE PRELIMINARY APPLICATION.** The money order must be made payable to: "Abington Township Police Department". **NO CASH OR CHECKS WILL BE ACCEPTED.** Upon receipt of the completed application and administrative fee, **applicants will be sent a Study Guide** to assist in test preparation.

**Note: only one unified preliminary application, and one fee, need be submitted even if applying to all fifteen Departments. APPLICATIONS and FEE SHALL BE RETURNED TO:**

**ABINGTON TOWNSHIP POLICE DEPARTMENT**  
Police Application Processing Center  
1166 Old York Road  
Abington, PA 19001

**ALL APPLICATIONS MUST BE RECEIVED OR POSTMARKED  
NO LATER THAN 4:00 P.M., FRIDAY, SEPTEMBER 4, 2009.**

**ABINGTON**  
1166 Old York Rd  
Abington  
267-536-1046

**BRYN ATHYN**  
P.O. Box 192  
Bryn Athyn  
215-947-0118

**CHELTENHAM**  
8230 Old York Road  
Elkins Park  
215-885-1600

**HATBORO**  
120 E Montgomery Ave  
Hatboro  
215-675-2832

**HATFIELD**  
2000 School Rd  
Hatfield  
215-855-0903

**JENKINTOWN**  
700 Summit Avenue  
Jenkintown  
215-884-1202

**LIMERICK**  
646 W. Ridge Pk  
Limerick  
610-495-7909

**LOWER GWYNEDD**  
1130 N. Bethlehem Pk  
Spring House  
215-646-5303

**LOWER MORELAND**  
640 Red Lion Rd  
Huntingdon Valley  
215-947-3132

**LOWER PROVIDENCE**  
100 Parklane Dr  
Eagleville  
610-539-5900

**TOWAMENCIN**  
1090 Troxel Rd,  
Kulpsville  
215-368-7606

**UPPER DUBLIN**  
801 Loch Alsh Ave  
Ft. Washington  
215-646-2100

**UPPER MORELAND**  
117 Park Avenue  
Willow Grove  
215-657-4700

**W. CONSHOHOCKEN**  
1001 New Dehaven St.  
West Conshohocken  
610-940-5842

**WHITPAIN**  
960 Wentz Rd  
Blue Bell,  
610-279-9033

**EQUAL OPPORTUNITY EMPLOYER**

**\* Women and Minority Applicants Encouraged to Apply \***

# NOTICE - Clarification of Written Score

The following have been established as passing scores for the police departments participating in the written police entrance examination. In order to have passed the written test for:

- **ABINGTON**  
You must have one of the 115 highest scores, including ties, of those taking the test for Abington.
- **BRYN ATHYN**  
Applicants must score a minimum of 70% on the written examination. You must have one of the top 20 scores, including ties, of those taking the test for Bryn Athyn Borough.
- **CHELTENHAM**  
Applicants must score a minimum of 70% on the written examination. You must have one of the top 100 scores, including ties, of those taking the test for Cheltenham.
- **HATBORO**  
The minimum passing score on the written examination is 70%. Only those receiving one of the top 30 highest scores, including ties, will be eligible to continue to the oral examination phase.
- **HATFIELD**  
You must score a minimum of 70% on the written examination. The top 25 scores, including ties, are eligible for an oral interview with Hatfield.
- **JENKINTOWN**  
You must score a minimum of 70% on the written examination. Of those passing the written examination, the top 40 scores shall proceed to the Physical Agility test.
- **LIMERICK**  
Applicants must score a minimum of 70% on the written examination. The Township may limit the number of applicants notified to appear for an oral examination to 20, with all ties of the cut-off score being included.
- **LOWER GWYNEDD**  
Applicants must score a minimum of 70% on the written examination. You must have one of the top 20 scores, including ties, of those taking the test for Lower Gwynedd.
- **LOWER MORELAND**  
You must score a minimum of 70% on the written examination. You must have one of the top 60 scores of those taking the test for Lower Moreland.
- **LOWER PROVIDENCE**  
The minimum passing grade is 70% for each component of the written examination. An oral examination will be offered to a minimum of the top ten (10) candidates, to include all candidates tied for the tenth position. The exact number to be offered the oral examination will be determined by the Chief of Police with consideration given to the number of potential positions to be filled.
- **TOWAMENCIN**  
You must score a minimum of 70% on the written examination. You must be in the top 20% or 50, whichever is greater, including ties, of those taking the test for Towamencin Township.
- **UPPER DUBLIN**  
You must score a minimum of 70% on the written examination. You must have one of the top 30 scores, including ties, of those taking the test for Upper Dublin.
- **UPPER MORELAND**  
You must score a minimum of 70% on the written examination. You must be in the top 10% or 30 candidates, whichever is greater, including ties, of those taking the test for Upper Moreland.

- **WEST CONSHOHOCKEN**

The written examination shall be graded on a 100 point scale, and an applicant must score seventy percent (70%) or higher and receive one of the top five highest scores, including ties, in order to continue in the application process. Applicants scoring less than seventy percent (70%) or not receiving one of the top five highest scores shall be rejected.

- **WHITPAIN**

You must score a minimum of 70% on the written examination. You must have one of the top 20 scores of those taking the test for Whitpain Township.

**MONTGOMERY COUNTY CONSORTIUM OF COMMUNITIES  
EXAMINATION - POLICE OFFICER  
MINIMUM REQUIREMENTS**

Please review each Department=s requirements carefully prior to completing the application. It is your responsibility to ensure that you meet the basic requirements of each Department before submitting your application.

Department	To be considered, you must:
Abington Township	<ul style="list-style-type: none"> <li>X <b>Be at least 18 years of age</b></li> <li>X Be a U.S. Citizen</li> <li>X Possess a high school diploma or GED</li> <li>X Possess a valid drivers license</li> <li>X Applicants may not have any tattoos, brandings or body piercings, with the exception of the ear, which would be visible while wearing a police uniform, including a short sleeve shirt.</li> </ul>
Borough of Bryn Athyn	<ul style="list-style-type: none"> <li>X <b>Be at least 21 years of age</b></li> <li>X Be a U.S. Citizen</li> <li>X Possess a high school diploma or GED</li> <li>X Possess a valid drivers license</li> <li>Physically &amp; Mentally fit to perform the duties of police officer</li> <li>X Currently Act 120 Certified or Completed Act 120 training</li> </ul>
Cheltenham Township	<ul style="list-style-type: none"> <li>X <b>Be at least 21 years of age by date of hire</b></li> <li>X Be a U.S. Citizen</li> <li>X Possess a high school diploma or GED</li> <li>X Possess a valid drivers license</li> <li>Applicants must be free of tattoos and objectionable piercings on the face, ears, neck, or any objectionable tattoos that are visible when wearing the Cheltenham Township Police Department uniform, including a short sleeve uniform shirt.</li> </ul>
Hatboro	<ul style="list-style-type: none"> <li>X <b>Be at least 18 years of age</b></li> <li>X Be a U.S. Citizen</li> <li>X Possess a high school diploma or GED</li> <li>X Possess a valid PA drivers license prior to appointment as a police officer</li> <li>X Physically &amp; Mentally fit to perform the duties of police officer</li> <li>X Must have completed or presently be enrolled in a course of study at a police academy certified by the PA Municipal Police Officers Education and Training Commission (MPOETC) and be able to meet the certification standards of the MPOETC as required by PA Act 120; or qualify for a waiver of training</li> <li>X Must reside within 20 miles of the Borough of Hatboro within 180 days of appointment</li> </ul>

<p><b>Hatfield</b></p>	<p>X <b>Be at least 18 years of age</b>  X Be a U.S. Citizen  X Possess a high school diploma or GED  X Possess a valid PA drivers license prior to appointment as a police officer  X Physically &amp; Mentally fit to perform the duties of police officer</p>
<p><b>Jenkintown</b></p>	<p>• <b>Be at least 21 years of age</b>  X Be a U.S. Citizen  X Possess a high school diploma or GED  X Completion of all requirements of Act 120 Training or enrolled in an Act 120 program to be completed within 120 days of deadline for application  X Possess a valid drivers license  X Physically &amp; Mentally fit to perform the duties of police officer</p>
<p><b>Limerick Township</b></p>	<p>X <b>Be at least 21 years of age</b>  X Be a U.S. Citizen  X PA Act 120 Training completed  X Possess a valid PA drivers license  X Physically &amp; Mentally fit to perform the duties of police officer  X Have a minimum of 60 college credits from an accredited institution, or have a minimum of two years experience as a full time police officer</p>
<p><b>Lower Gwynedd</b></p>	<p>X <b>Be at least 21 years of age by the deadline for submitting applications</b>  X Be a U.S. Citizen  X Possess a high school diploma or GED  X Possess a PA driver's license prior to appointment</p>
<p><b>Lower Moreland</b></p>	<p>X <b>Be at least 18 years of age</b>  X Be a U.S. Citizen  X Possess a high school diploma or GED  X Possess a valid PA drivers license prior to appointment as a police officer  X Physically &amp; Mentally fit to perform the duties of police officer  X No visible tattoos when wearing a police uniform, including a short-sleeve shirt.</p>
<p><b>Lower Providence</b></p>	<p>X <b>Be at least 21 years of age before January 1, 2010</b>  X Be a resident of Pennsylvania at the time of appointment  X Possess a valid Pennsylvania drivers license at the time of appointment  X Possess a high school diploma or GED  X Be a U.S. citizen  X Possess a diploma from a certified PA Act 120 training program prior to January 1, 2010</p>

# JOB DESCRIPTION - POLICE OFFICER

## **Job Objective (Purpose of the Position):**

Patrols Municipalities to detect and deter crime, provide security, and enforce laws, Pennsylvania crime and vehicle codes, and Township/Borough ordinances.

## **Essential Job Functions (Functions essential to attaining the job objective):**

Patrols assigned area; drives patrol vehicle or walks.

Observes patrolled area for suspicious, disorderly, or illegal activities, stolen vehicles, missing persons, and road hazards; reports road hazards proper authority.

Furnishes proper information and/or assistance to anyone requesting or requiring same.

Communicates with dispatcher via PA radio; mediates domestic & neighborhood disputes; interviews witnesses, complainants, accused suspect interacts with members of the business community and the public.

Responds to emergency dispatch calls.

Assists emergency personnel with moving subjects; removes accident victims to safety.

Administers first aid methods and procedures.

Investigates traffic accidents, public complaints, crime scenes, emergency situations; records facts; locates and preserves evidence.

Responds to physical attacks, applying force & physical restraint to dangerous animals or people; arrests and processes accused suspects; take photo and fingerprints.

Operates specialized equipment to measure blood alcohol level (BAC), vehicle speed, and distance; secure evidence.

Operates firearms as necessary. Issues warrants and citations.

Compiles accident, arrest, criminal complaint, and preliminary investigation reports.

Attends meetings, mandatory training, and educational seminars.

## **Job Standards (Minimum qualifications needed to perform essential functions):**

Read and interpret Pennsylvania vehicle codes and crime codes.

React calmly and think rationally in emergency situations. Communicate effectively. Understand and carry out complex instructions.

Recognize non-standard activities, missing items/people, hazards, and details.

Possess excellent eye-hand-foot coordination and physical stamina.

Sit; reach at all levels; handle vehicle controls, firearms, specialized equipment frequently.

Stand, walk, run, lift and carry up to 50 lbs; push a full sized automobile; pull up to 175 lbs.; swim where required by municipality; bend, crouch, kneel, climb, crawl, and perform fine manipulation occasionally.

Possess visual acuity (mid and far vision, depth perception, color vision, and field of vision continuously; near vision occasionally).

Withstand exposure to traffic hazards continuously; withstand exposure to weather, wet conditions, flooding conditions, high noise levels, hazardous materials, and personal danger occasionally.

Work alone and closely with others.

## **Job Location (Place[s] where work is performed):**

Various locations within and outside the Municipality; Police Administration Building.

## **Equipment (Examples of machines, devices, tools, etc. used in job performance):**

Patrol vehicles; handgun; shotgun, patrol rifle, soft body armor, portable radio, flashlight; handcuffs; baton; breath testing instruments; speed timing devices; flares; telephone; computer; paperwork; Pepper gas (O.C.); Tasers