

# Borough of Clifton Heights

Application for Appointment  
Full Time Police Officer

General information  
Application Instructions  
Application for Appointment Forms



**Physical Agility: February 27, 2021 @ 09:00**

Clifton Heights Fire Co, 20 W. Baltimore Ave Clifton Heights

**Written Examination: February 27, 2021 @ 13:00**

Clifton Heights Borough Administration Building

30 S. Springfield Rd. Clifton Heights

**Applications close February 19, 2021 @ 16:00**

## **CLIFTON HEIGHTS POLICE DEPARTMENT**

Civil Service Commission

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### **Application Instructions**

Detach and fully complete the application portion of this booklet (including the two (2) authorization for release of information forms) and return them in person to the Clifton Heights Borough Police Department. The Clifton Heights Borough Police Department is located at 30 S. Springfield Road in Clifton Heights, Pennsylvania. No third party, mail, or fax submissions will be accepted.

Applications may be submitted from 9:00 AM to 4:00 PM, Monday – Friday, until the submission deadline.

When you submit the application booklet you must present your photo operator's license

The Authorization for Release of Information and Authorization for Release of Credit and Financial Information documents are part of the application booklet. These documents must be completed and notarized. Do not sign these forms until told to do so by a notary public. Unless these forms are properly completed and sealed, your application will be considered incomplete and it will not be accepted for processing.

If you are a veteran attach a copy of your DD214 form to the booklet. Except for the DD214 form, when appropriate, do not submit resumes, transcripts, letters of reference, or other similar materials with your application booklet. You will be notified when such supporting materials are needed.

At the time of submission your application will be reviewed. Incomplete applications will not be accepted. Similarly, if you do not have your photo operator's license or the application fee with you your application will not be accepted. Finally, any unsolicited supporting materials accompanying your application will be returned to you.

### **Test Information**

The date, time, and location for the civil service written examination are listed on the cover page of the application booklet.

The only item you should bring with you to the testing location is your photo operator's license. Do not bring any books, papers, pencils, or other items. Everything you will need will be supplied to you.

Cell phones and pagers are not permitted in the testing center.

When you check in at the testing center your photo operator's license will be checked.

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The next section provides information about the specific application requirements and the overall police officer candidate and hiring processes.

**Be sure to carefully review the informational conditions before completing the application for Appointment form.**

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# **CLIFTON HEIGHTS POLICE DEPARTMENT**

## **Civil Service Commission**

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### **General Information**

Applicants should be aware of the following conditions. If you have questions about this information or the application process in general you should contact the Office of the Chief of Police at (610) 623-3242.

- I. To apply for appointment as a full time police officer you must meet all of the following requirements:
  - You must be at least twenty-one years old within (30) days of the date of the written examination.
  - You must have a valid operator's license at the time of application.
  - You must have a high school diploma, GED, or other commensurate equivalency certification at the time of application.
  - You must, at the time of application already have graduated from Act 120 at a municipal police academy.
- II. If you extended a conditional offer of employment (see below) and your operator's license was issued by a state other than Pennsylvania-or if you have a non-US operator's license-you must obtain a valid Pennsylvania operator's license within thirty (30) days of the conditional offer of employment.
- III. If you are appointed to a full time police officer position, after your completion of the one (1) year probationary period you must permanently reside to a location within a ten (8) mile radius of the Borough of Clifton Heights, measured from the intersection of Baltimore Avenue and Springfield Road.
- IV. In order to qualify for consideration for an oral examination you must pass the written civil service examination with a minimum score of 70. A score of 70 on the written examination does not guarantee one an invitation to sit for an oral examination, it is simply the minimum score required for consideration.
- V. If you are invited to take the oral examination you must pass it with a minimum score of 70 to qualify for placement on the final employment eligibility list.
- VI. Applicants whose combined, weighted scores on the written and oral examinations qualify them for placement on the final appointment eligibility list are required to complete a polygraph examination and pre-employment background investigation.
- VII. Applicants who achieve a PASS on the physical skill assessment are included on the final rank ordered employment eligibility list. As openings for police officers become available applicants will be offered conditional offers of employment based on the following:
- VIII. The top three candidates, prior to being submitted as eligible to the Clifton Heights Borough Council, shall:

- Undergo a pre-employment background investigation during which we will thoroughly check your background and personal history.
- Sit for a pre-employment polygraph interview-examination.

IX.

- The Members of Council for the Borough of Clifton Heights will interview the top three (3) candidates. If a veteran is not included in the top three candidates, the Members of Council for the Borough of Clifton Heights may offer a conditional offer of employment to any one of the top three candidates for the position of full time police officer based on that candidate meeting all of the standards or conditions of the evaluative processes listed below. If a veteran is one of the top three candidates for the position of full time police officer, the Borough of Clifton Heights will offer that candidate for the position of police officer a conditional offer of employment based on that candidate meeting all of the standards or conditions of the evaluative processes listed below.

Evaluative processes: If you receive a conditional offer of employment and accept it you must:

- Pass a psychological evaluation administered by the Police Psychologist.
- Pass a pre-employment physical examination and pre-employment drug screen administered by the Police Surgeon.

- X. A conditional offer of employment may be withdrawn at any time should a candidate fail to meet any of the standards or conditions of the Civil Service Commission with respect to the above evaluative processes; or if a candidate fails to meet standards and conditions for police officer employment as set forth by the Commonwealth of Pennsylvania or the Municipal Police Officers Training and Education Commission.
- XI. A final offer of employment will not be extended until a candidate successfully completes all of the pre-employment evaluative processes listed above and his/her folder is subsequently reviewed and approved by the Civil Service Commission.
- XII. Most essential uniform clothing and gear is issued to newly appointed police officers. New officers must, however, purchase some required equipment on their own and at their own expense at the time they are appointed.

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**Clifton Heights Borough is an equal Opportunity Employer – M/F.**

**Applicants are hired without regard to sex, age, race, color, creed, religion, ancestry, national origin, or non-job related handicap or disability.**

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Before proceeding further please review the job description in the next section of the application booklet. Immediately contact the Office of the Chief of Police for assistance if you do not understand something in the job description or if you otherwise have questions about any of the information points above.

## **CLIFTON HEIGHTS POLICE DEPARTMENT**

Office of the Chief of Police

**Job Description:**     **Police Officer**

**Position Title:**     Police Officer

**Department:**        Department of Police

**Division:**           All Department of Police Divisions, Units and Sub-Units

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### **Position concept**

Police officers, regardless of rank and assignment, are sworn law-enforcement officials who are responsible for protecting the lives and property of persons, and maintaining the peace and order in the Borough of Clifton Heights.

The position of a civil service appointed police officer is a full-time/sworn position. The Borough of Clifton Heights does employ part-time or non-civil service status police officers.

### **Rank and Assignment**

Police officers are generally assigned to the Patrol Division, however some officers may be assigned to specialized divisions in addition to their general patrol assignment. These assignments include but shall not be limited to Bike Patrol, Investigations, Tactical Response Team, and Chief's Response Team among others.

Duty assignments not specifically addressed in the standing civil service code or the standing collective bargaining agreement (or any standing memorandum of understanding) are wholly at the discretion of the police department management, within the limits specified in the standing collective bargaining agreement.

### **Duties and Responsibilities of a Police Officer**

The police officer is responsible for the implementation of department goals, objectives and ultimately the police mission. He/she will perform all duties in conformance with guidelines contained in all manuals issued by the police department. His/her mission shall consist of, but is not necessarily limited to, the following general responsibilities.

Identify criminal offenders and criminal activity, and, where appropriate to apprehend offenders and participate in subsequent court proceedings.

Reduce the opportunities for the commission of some crimes through preventive and directed patrols and crime prevention measures.

Aid individuals who are in danger of physical harm.

Facilitate the movement of people and traffic.

Assist those who cannot care for themselves.

Resolve conflict.

Identify problems that are potentially serious law enforcement or governmental problems.

Create and maintain a feeling of security in the community.

Promote and preserve civil order.

Provide other services on an emergency basis.

Exercise authority consistent with the oath of office and be accountable to superior officers.

Be available for duty at all times in case of special needs or emergencies and respond punctually to all assignments.

Record all activity during his/her tour of duty as established by procedures.

Maintain arms, uniform and equipment in a presentable condition, promptly correcting defects.

Document reports of crime, accidents and other incidents in conformity with the procedures outlined in current directives for accuracy and completion.

Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to follow.

Be accountable for the securing, receipting and proper transporting of all evidence and property coming into custody.

Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity. Collection of evidence and record data, which will aid in the identification, apprehension and prosecution of offenders and the recovery of property.

Police officers are required to work efficiently and effectively in emergency and non-emergency situations, and in a variety of adverse and extremely hazardous conditions.

Police are sometimes exposed to health and safety risks, physical exertion, lifting, running, climbing, jumping, high speed pursuits, armed and violent offenders and are at risk to severe injury and death in the conduct of his/her duties.

Police shall be prepared to apply force up to and including deadly force.

Police must use good judgment, have initiative, and control for conditions at hand.

Police Officers are required to remain alert and aware in times of extended inactivity, should have a strong command of the English language, should have the ability to verbally communicate person to person and communicate clearly and concisely in standard written English.

## **CLIFTON HEIGHTS POLICE DEPARTMENT**

Office of the Chief of Police

### **Initial Position Requirements**

Minimum standards and conditions for police officer employment are established by the Commonwealth of Pennsylvania and the Municipal Police Officers Training and Education Commission (MPOTEC) under P.L. 359, No 120 (i.e. Act 120). The Borough of Clifton Heights has, in addition, established supplemental requirements, standards, and conditions for police officer candidate evaluation and hiring.

To apply for appointment as a police officer, persons must have a minimum of a high school diploma, GED, or other commensurate educational certification; must have a valid operator's license; and must have successfully completed police academy training per P.L. 359, No. 120 (i.e. Act 120), all at the time of application. Applicants must be twenty-one (21) years of age or older at the time of the written police examination.

Police officer candidates must pass a physical skill assessment administered by the civil service commission; and must pass physical and psychological examinations administered by the Police Surgeon and Police Psychologist; respectfully. The physical examination includes a pre-employment drug and alcohol-screening component.

### **Training and Education**

Police officers are required to complete several continuing educational and in-service training programs as a condition of continuing employment. Specifically, all police officers, regardless of rank and assignment, must:

- Successfully complete the department's annual firearms qualification.
- Successfully complete the annual MPOTEC-sponsored Act 180 in-service training program.
- Maintain up-to-date American Red Cross First Responder and CPR certifications.

Police officers may be required to attend and successfully complete additional in-service training and continuing education programs depending on the needs of the department, specific department initiatives, and department and Borough policy changes. Additionally, police officers are subject to changing in-service training and continuing education program requirements established by the Commonwealth of Pennsylvania and MPOTEC.

### **Work Schedules**

Police officers' work schedules are determined by a variety of factors including, but not limited to, the needs of the department and collective bargaining agreement. Police officers assigned to patrol platoons typically work rotating tours of duty and are routinely required to work evening, overnight, weekend, and holiday duty (and combinations of these) depending on the needs of the department and the specific schedule to which the officer is assigned.

### **Immediate Supervisor**

All Police Officers, regardless of rank and assignment, report directly to the immediate ranking officer – or in some instances a non-ranking officer – designated as the supervisor of that shift to which the officer is assigned or detailed. The departments ranking officer is the Chief of Police. The Chief of Police reports directly to the Mayor of the Borough of Clifton Heights or his/her designee.

**BOROUGH OF CLIFTON HEIGHTS CIVIL SERVICE COMMISSION**

**POLICE OFFICER APPLICATION FOR APPOINTMENT**

Date of completion \_\_\_\_\_

Date of Civil Service Examination \_\_\_\_\_

Last name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Street Address \_\_\_\_\_

Apartment Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Area Code and Telephone Number \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Social Security Number \_\_\_\_\_

Are you 21 or older? Yes \_\_\_\_\_ No \_\_\_\_\_

If you under age 21 now, will you be age 21 at the time of the written examination?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "NO" to the above **STOP NOW!**

You cannot apply for appointment as a police officer unless you are 21 years old, or will be age 21 at the time of the written examination.

Have you previously worked for or you currently employed by Clifton Heights Borough?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you have previously worked for or are currently employed by Clifton Heights Borough list the department(s) and date(s).

Have you previously taken a civil service examination for a position with Clifton Heights Borough? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever in your life been convicted of any crime graded a misdemeanor or felony?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you have ever in your life been convicted of any crime graded a misdemeanor or felony, list the details:

Do you understand the essential duties and responsibilities as listed in the job description for the position of Police Officer?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If you answered "NO" to the above question STOP NOW!**  
**If you do not understand the information in the job description for the position of police officer contact the Office of the Chief of Police for assistance.**

Do you need any assistance or accommodation(s) to perform the essential duties and responsibilities of a Police Officer?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you think you will need assistance or accommodations(s) to perform the essential duties and responsibilities of a police Officer describe what assistance or accommodations you require:

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List all of your employers for the past ten (10) years starting with your current position and working backwards. Include part-time positions.

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Current Employer	Telephone Number	Date Employment Started
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Supervisor	Your Job Title
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Primary Duties and Responsibilities

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Employer #2	Telephone Number	Dates of Employment
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Supervisor	Your Job Title	Reason For Leaving
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Primary Duties and Responsibilities

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Employer #3	Telephone Number	Dates of Employment
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Supervisor	Your Job Title	Reason For Leaving
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Primary Duties and Responsibilities

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Employer #4	Telephone Number	Dates of Employment
Supervisor	Your Job Title	Reason For Leaving

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Primary Duties and Responsibilities

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Employer #5	Telephone Number	Dates of Employment
Supervisor	Your Job Title	Reason For Leaving

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Primary Duties and Responsibilities

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Employer #6	Telephone Number	Dates of Employment
Supervisor	Your Job Title	Reason For Leaving

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Primary Duties and Responsibilities

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Employer #7	Telephone Number	Dates of Employment
Supervisor	Your Job Title	Reason For Leaving

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Primary Duties and Responsibilities

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Employer #8	Telephone Number	Dates of Employment
Supervisor	Your Job Title	Reason For Leaving

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Primary Duties and Responsibilities

If you require more space to list employers, use the back of this page.

Check here if using the reverse side: \_\_\_\_\_

Account for any gaps in continuous employment at any time during the past ten (10) years:

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Did you receive any reprimands, suspensions, or other disciplinary action in any prior job? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered, "YES" to the above, list the details of each disciplinary action:

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Did you receive any promotions or commendations in any prior job? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered, "YES" to the above, list the details of each promotion or commendation.

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Name of high school or vocational/technical school attended      Location of high school or vocational/technical school attended

Did you graduate from high school or vocational/technical school? Yes \_\_\_\_\_ No \_\_\_\_\_

If you did not graduate high school or vocational/technical school, what is the highest grade attained? \_\_\_\_\_

If you did not graduate high school or vocational/technical school, did you earn a GED? Yes \_\_\_\_\_ No \_\_\_\_\_

**If you answered "NO" to the above question STOP NOW!**  
**You cannot apply for appointment as a police officer unless you have a high school diploma, GED, or a commensurate certification at the time of application.**

Did you attend college or other post-secondary school?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered, "YES" to the above, provide the details for each school:

School Name	Location	Dates Attended	Degree

School Name	Location	Dates Attended	Degree

School Name	Location	Dates Attended	Degree

Were you subject to any disciplinary action while at any school?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered, "YES" to the above, list the details of each disciplinary action:

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Name of police academy or Act 120 program attended

Location of police academy or Act 120 program attended

Date completed (or expected completion date for Act 120 training)

Month

Year

**STOP NOW!**

**You cannot apply for appointment as a police officer unless you have already graduated from a police academy or other Act 120 training program.**

Are you a veteran?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered, "YES" to the above, list the details of your military service:

Branch of Service	Highest Rank	Dates of Service	Discharge Type

Summary of Duties

Were you ever subject to any disciplinary action while in the military?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered, "YES" to the above question, list the details of each disciplinary action:

Do you have a valid operator's license?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If you answered, "NO" to the above question STOP NOW!**

**You cannot apply for appointment as a police officer unless you have a valid operator's license at the time of application.**

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Operator's License State	Operator's License Number	Expiration Year
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List all other states in which you have ever held an operator's license. If none, list "NONE".

Have your operating privileges ever been suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered, "YES" to the above, list the details of each suspension/revocation:

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List all of your residences for the past ten (10) years starting with your current residence and working backwards.

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Current Street Address	Apartment Number
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City	State	Zip Code
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How long have you lived at this address? \_\_\_\_\_

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Street Address#2	Apartment Number
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City	State	Zip Code
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How long have you lived at this address? \_\_\_\_\_

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Street Address #3	Apartment Number
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City	State	Zip Code
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How long have you lived at this address? \_\_\_\_\_





**CLIFTON HEIGHTS POLICE DEPARTMENT**

Office of the Chief of Police

**AUTHORIZATION FOR RELEASE OF INFORMATION**

**Applicant Notice**

The *Authorization for Release of Information* form is part of the Application for Employment booklet. Applications for Employment submitted without a signed and sealed *Authorization of Information* form are considered incomplete, and **will not** be processed.

Applicants are advised to read this document thoroughly before signing it in the presence of a notary.

Print clearly or type the information below:

Candidate: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

**To the Police Officer Candidate**

The Clifton Heights Borough Police Department is committed to hiring the most qualified and capable individuals for all positions, sworn and civilian. As part of the police officer hiring process the department conducts thorough and wide-ranging investigations of police officer candidates' backgrounds and personal histories. Such investigations are necessary to evaluate police officer candidates' qualifications and suitability for employment as police officers. Moreover, it is in the public interest that all relevant information concerning a police officer candidate's personal and employment histories is disclosed.

A full background and personal history investigation is not conducted until after a conditional offer of employment has been extended to a candidate and the candidate has acknowledged his/her acceptance of the conditional offer of employment, in writing.

**Certification of Truthfulness:**

By my signature on this document, I hereby certify that the information I provided in the Application for Employment Booklet is true and correct to the best of my knowledge and belief. I understand that omission of any relevant fact or falsification of any detail in the Application for Employment booklet is grounds for my disqualification from consideration for employment as a police officer with the Borough of Clifton Heights.

I understand that should I eventually be employed as a police officer with the Borough of Clifton Heights, any omissions or falsifications subsequently discovered may be grounds for termination of my employment as a police officer, and may possibly be grounds for my prosecution for making false statements under oath.

**To Persons With Knowledge of the Police Officer Candidate:**

I am a candidate as a police officer with Clifton Heights Borough. As part of the police officer hiring process, all police officer candidates are required to undergo a thorough investigation of their backgrounds and personal histories. By my signature on this document, **I hereby give my full, unrestricted and unconditional consent** to any employers (past and present), workplace supervisors and co-workers (past and present), military service commanders and colleagues (past and present as applicable), personal references, friends, neighbors, co-workers, and any other persons who might have knowledge of me or information about me to provide full and complete disclosure of all knowledge and information they might have about me to the Clifton Heights Police Department. For purposes related to the police officer hiring process. It is my specific intent to provide consent for you to allow access to personnel records and/or other information, regardless of how personal and/or confidential such personnel records and/or other information may actually be or appear to be.

I hereby authorize any representative of the Clifton Heights Police Department bearing this release to obtain any records and/or information in your files, or otherwise in your possession or to your knowledge, regardless of how such records and/or information might be retained or stored, pertaining to my employment and/or personal history. I hereby direct you to release any such records and/or information to the bearer of this document upon his/her request. I hereby authorize a review of and full disclosure of all records and/or information, or any part thereof, concerning myself, by and to any duly authorized agent of the Clifton Heights Police Department, regardless of whether such records and/or information are of a public, private, or confidential nature.

I hereby release you; your organization and all of its officers, employees, and representatives; and all others from any and all liability or damages that might result from your having furnishing any of the records, knowledge, information, files, or any other items or materials related to the areas above or otherwise requested by the representatives of the Clifton Heights Police Department. This release specifically includes any liability or damages to which I might otherwise be entitled pursuant to any local, county, state, or federal laws. In short, I hereby release you; your organization and all of its officers, employees, and representatives, individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, my family, and/or my associates because of your compliance with, or any attempts to comply with, this authorization and request to release information.

For and in consideration of the Clifton Heights Borough Police Department's acceptance and processing of my Application for Employment, I agree to hold harmless from any and all claims and liability associated with my Application for Employment in any way (including the evaluation process and the decision-making process regarding whether to employ me with the Clifton Heights Police Department) the Clifton Heights Police Department, and any and all its agents and employees, and all others associated in any and all ways with the hiring process (including, but not limited to, all sworn and unsworn personnel of the Clifton Heights Police Department, regardless of rank or assignment or role in the hiring process; all Clifton Heights Borough employees regardless of rank or status (i.e. full or part-time), or position or role in the hiring process; any and all persons elected and or appointed to any office or position within the municipal structure (i.e. any elected and/or appointed governmental official and/or body and/or committee, etc.), regardless of rank or position or role in the hiring process; and any and all other persons, regardless of rank, status, or role in the hiring process.

I reiterate and emphasize that the intent of this authorization is to permit any representative of the Clifton Heights Police Department with full and free access to the background and history of my employment and personal life for the specific purpose of conducting a background investigation; and to permit you to provide all pertinent data for the Clifton Heights Police Department to consider in determining my suitability for employment as a police officer with the Clifton Heights Police Department.

I understand that if at any time during the hiring process should any information surface, in any form or format, regarding my involvement in criminal activity that such information may be disclosed to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a (The Privacy Act of 1974), pertaining to access and disclosure of records, and I waive those rights with the understanding that information will be used by the Clifton Heights Police Department in conjunction with employment procedures.

I hereby acknowledge that a photocopy of this document (no matter how or where it might have been reproduced, or in what format it is reproduced) or a facsimile copy of this document (i.e. a "fax" copy), transmitted in any electronic format including, but not limited to, telephonic/wire transmission or electronic mail (i.e. e-mail) transmission (in any format), shall be valid and considered an original document even though the photocopied or faxed copy or e-mail reproduction does not contain an original writing of my signature.

This waiver shall be valid for a period two (2) years from the date of my signature.

**COMMONWEALTH OF PENNSYLVANIA** :  
**COUNTY OF DELAWARE** : SS.  
**BOROUGH OF CLIFTON HEIGHTS** :

\_\_\_\_\_, who being duly sworn, deposes and says that he/she has read  
(Candidate's Name Printed)

thoroughly the informational points and job description in the foregoing sections of this booklet; that the foregoing statements subscribed by him/her are complete, truthful, and correct; that he/she fully agrees to the conditions outlined and set forth in the foregoing sections; and that he/she certifies that he/she is giving full, unrestricted, and unconditional consent to any persons, agencies, entities, and others to whom this document might be presented to comply with the requests of the bearer as pertains to the bearer's gathering knowledge and information, and to the bearer's collecting records, documents, knowledge, and information for the purpose of conducting a background, employment history, personal history, and financial history investigation pursuant to his/her application for appointment to the position of police officer with the Borough of Clifton Heights.

\_\_\_\_\_  
Signature of Applicant (in presence of notary)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_\_\_. **SEAL**

\_\_\_\_\_  
Signature of Notary

My commission expires on the first Monday of January, \_\_\_\_\_.

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**Clifton Heights Borough is an Equal Opportunity Employer – M/F.**

**Applicants are hired without regard to sex, age, race, color, creed, religion, ancestry, national origin, or non-job related handicap or disability.**

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**Note:**

This document must be notarized. Under no circumstances will this document be accepted unless properly sealed, witnessed, and notarized. The Application for Appointment booklet shall be considered **INCOMPLETE** and hence **UNACCEPTABLE** unless this document is properly witnessed, sealed, and notarized. Applications for Appointment that are considered incomplete will not be processed, and the applicant will not be permitted to sit for the civil service examination.

**THE BOROUGH OF CLIFTON HEIGHTS POLICE DEPARTMENT**

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**AUTHORIZATION FOR RELEASE OF CREDIT AND FINANCIAL INFORMATION**

**APPLICANT NOTICE**

The *Authorization for Release of Credit and Financial Information* form is part of the Application for Employment booklet. Application for Employment submitted without a signed *Authorization for Release of Credit and Financial Information* form are considered incomplete and will not be processed.

Applicants are advised to read this document thoroughly before signing it in the presence of a notary.

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**Print clearly or type the information below:**

Candidate: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\_\_\_\_\_ Telephone Number: \_\_\_\_\_

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**To the Police Officer Candidate:**

**The Clifton Heights Police Department is committed to hiring the most qualified and capable individuals for all positions, sworn and civilian. As part of the police officer hiring process the department conducts thorough and wide-ranging investigations of police officer candidates' backgrounds and personal histories. Such investigations are necessary to evaluate police officer candidates' qualifications and suitability for employment as a police officers. Moreover, it is in the public interest that all relevant information concerning a police officer candidate's personal and employment histories is disclosed.**

As part of the investigative process a consumer report and other financial documents may be obtained for police officer candidates. A consumer report may be known as a "credit report," "consumer credit report," "consumer history," "credit history," or by some other similar term. For the purposes of this document, the term consumer report shall be used to denote and shall have the same meaning as any of the commonly used alternative names for such a document or collection of documents

Federal law mandates that employers who obtain and consider employment candidates' consumer reports as part of the hiring process must notify those candidates of such usage, and must obtain the candidates' permission prior to obtaining the consumer report.

A full background and personal history investigation (including obtaining and evaluating a candidate's consumer report) is not conducted until after a conditional offer of employment has been extended to the candidate and the candidate has acknowledged his/her acceptance of the conditional offer of employment, in writing.

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**Permission to Obtain and Evaluate Consumer Report and Financial Documents:**

By my signature on this document I hereby give my full, unrestricted, and unconditional consent to the Clifton Heights Police Department or any of its duly authorized employees and/or agents to obtain a consumer report for me; and to obtain any and all other financial documents (see below) as might be necessary in order for the Clifton Heights Police Department and the Clifton Heights Borough Civil Service Commission to fully and completely evaluate my candidacy for employment as a police officer with the Clifton Heights Police Department.

**Furthermore, I certify that:**

- **I understand that the Clifton Heights Police Department routinely obtains consumer reports and other financial documents for police officer candidates, and uses these consumer reports and other financial documents as part of the police officer candidate evaluation and hiring processes.**
  - **I understand that if my consumer report and/or other financial documents are obtained by the Clifton Heights Police Department they shall be used as part of the evaluation of my candidacy for employment as a police officer with the Clifton Heights Police Department; and that they shall become a permanent part of my application for employment file.**
  - I understand that adverse action may be taken against my candidacy based wholly or in part on the information contained in my consumer report, and/or based on any other financial documents that are obtained by the Clifton Heights Police Department and subsequently used to evaluate my candidacy for employment as a police officer with the Clifton Heights Police Department.
  - I understand that other financial documents that might be obtained by the Clifton Heights Police Department for use in evaluating me as a candidate for employment as a police officer with the Clifton Heights Police Department includes, but is not limited to: bank account statements and transaction files; statements and transaction files from all banks, credit unions, lenders, and other financial institution or agencies with which I now or have in the past transacted any business; credit card/statements and transaction files; court filings, files, records, and other documents pertaining to bankruptcy filings and proceedings; documents pertaining to real-estate transactions, including those pertaining to foreclosure filings and proceedings; and documents pertaining to vehicle transactions, including those pertaining to any repossession or loan default filings and proceedings.
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## Consumer Rights

I understand that pursuant to the Federal Fair Credit Reporting Act (Section 615) I have certain rights as pertains to employers and potential employers obtaining and using consumer reports and other financial documents for employment purposes; and that these rights may be exercised if adverse action is taken against my candidacy based wholly or in-part based on information contained in my consumer report or in other financial documents.

In the event that adverse action is pending against my candidacy based wholly or in-part on the information contained in my consumer report or in other financial documents, I understand that I shall be notified of such, in writing, prior to any action being taken against my candidacy; and that the notice of such pending action shall include an explanation of my rights under the Federal Fair Credit Reporting Act (Section 615). Similarly, I understand that if adverse action is, in fact, taken against my candidacy based wholly or in-part on the information contained in my consumer report or in other financial documents, I shall be notified of such, in writing; and that the notice of such action shall include an explanation of my rights under the Federal Fair Credit Reporting Act (Section 615), a copy of my consumer report, and copies of other documents, as necessary.

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**To Persons With Knowledge of the Police Officer Candidate:**

**I am a candidate for employment as a police officer with the Clifton Heights Police Department. As part of the police officer hiring process all police officer candidates are required to undergo a thorough and wide-ranging investigation of their backgrounds and personal histories. Such investigations are necessary to evaluate candidates' qualifications and suitability for employment as a police officer. Moreover, it is in the public interest that all relevant information concerning a police officer candidate's personal and employment histories is disclosed. As part of the investigative process a consumer report and other financial documents may be obtained for police officer candidates.**

By my signature on this document I give my full, unrestricted, and unconditional consent to any person, agency, or entity to whom this document might be presented, to provide full and complete disclosure of all knowledge they might have of me or information they might have about me regarding my financial history and transactions, consumer report, credit history, and other financial matters and history, to the Clifton Heights Police Department for purposes related to the police officer hiring process. It is my specific intent to provide consent for you to allow access to any and all financial records, documents, files, and/or other information, regardless of how personal and/or confidential such financial records, documents, files, and/or other information may actually be or appear to be.

I hereby authorize any representative of the Clifton Heights Police Department bearing this release to obtain any records and/or information in your files, or otherwise in your possession or to your knowledge, regardless of how such records and/or information might be retained or stored, pertaining to my financial history and transactions, consumer report, credit history, and other financial matters. I hereby direct you to release any such records and/or information to the bearer of this document upon his/her request. I hereby authorize a review of and full disclosure of all records and/or information, or any part thereof, concerning myself, by and to any duly authorized agent of the Clifton Heights Police Department, regardless of whether such records and/or information are of a public, private, or confidential nature. I consent to your release of any and all of the above records, files, information, and other materials even if such records, files, information, and other materials might be considered confidential and/or sealed for any reason.

I hereby release you; your organization and all of its officers, employees, and representatives; and all others from any and all liability or damages that might result from your having furnishing any of the records, knowledge, information, files, or any other items or materials related to the areas above or otherwise requested by the representatives of the Clifton Heights Police Department. This release specifically includes any liability or damages to which I might otherwise be entitled pursuant to any local, county, state, or federal laws. In short, I hereby release you; your organization and all of its officers, employees, and representatives, individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, my family, and/or my associates because of your compliance with, or any attempts to comply with, this authorization and request to release information.

I direct you to comply with this authorization and release any records, information, files, or any other materials, which might be requested by a duly accredited representative of the Clifton Heights Police Department, regardless of any agreement I may have made with you previously to the contrary. The Clifton Heights Police Department will immediately discontinue processing my Application for Employment and no longer consider me as a candidate for employment as a police officer should you refuse to disclose knowledge or information; or to provide any records, information, files; or to release or disclose any other knowledge or information and/or materials requested by the Clifton Heights Police Department.

For and in consideration of the Clifton Heights Police Department's acceptance and processing of my Application for Employment I agree to hold harmless from any and all claims and liability associated with my Application for Employment in any way (including the evaluation/hiring process and the decision-making process regarding whether to employ me with the Clifton Heights Police Department) the Clifton Heights Police Department, any and all of its agents and employees, and any and all others associated in any and all ways with the hiring process (including, but not limited to, all sworn and unsworn personnel of the Clifton Heights Police Department, regardless of rank or assignment or role in the hiring process; all Clifton Heights Borough employees regardless of rank or status (i.e. full or part-time), or position or role in the hiring process; any and all persons elected and/or appointed to any office or position within the municipal structure (i.e. any elected and/or appointed government official and/or body and/or committee, etc.), regardless of rank or position or role in the hiring process; and any and all other persons, regardless of rank, status (i.e. full or part-time, elected or appointed, etc.), or role in the hiring process.

I reiterate and emphasize that the intent of this authorization is to permit any representative of the Clifton Heights Police Department with full and free access to my financial history for the specific purpose of conducting a background investigation; and to permit you to provide all pertinent data for the Clifton Heights Police Department to consider in determining my suitability for employment as a police officer with the Clifton Heights Police Department.

I understand that if at any time during the hiring process should any information surface, in any form or format, regarding my involvement in criminal activity that such information may be disclosed to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a (The Privacy Act of 1974), pertaining to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Clifton Heights Police Department in conjunction with employment procedures.

I hereby acknowledge that a photocopy of this document (no matter how or where it might have been reproduced, or in what format it is reproduced) or a facsimile copy of this document (i.e. a "fax" copy), transmitted in any electronic format including, but not limited to, telephonic/wire transmission or electronic mail ("email") transmission (in any format), shall be valid and considered an original document even though the photocopied or faxed copy or "emailed" reproduction does not contain an original writing of my signature.

This waiver shall be valid for a period of three (3) years from the date of my signature.

COMMONWEALTH OF PENNSYLVANIA :  
COUNTY OF DELAWARE : SS.  
BOROUGH OF CLIFTON HEIGHTS :

\_\_\_\_\_, who being duly sworn, deposes and says that he/she has read  
(Candidate's Name Printed)  
thoroughly the informational points and job description in the foregoing sections of this booklet; that the foregoing statements subscribed by him/her are complete, truthful, and correct; that he/she fully agrees to the conditions outlined and set forth in the foregoing sections; and that he/she certifies that he/she is giving full, unrestricted, and unconditional consent to any persons, agencies, entities, and others to whom this document might be presented to comply with the requests of the bearer as pertains to the bearer's gathering knowledge and information, and to the bearer's collecting records, documents, knowledge, and information for the purpose of conducting a background, employment history, personal history, and financial history investigation pursuant to his/her application for appointment to the position of police officer with the Borough of Clifton Heights.

\_\_\_\_\_  
Signature of Applicant (in presence of notary)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_\_\_. **SEAL**

\_\_\_\_\_  
Signature of Notary

My commission expires on the first Monday of January, \_\_\_\_\_.

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**Clifton Heights Borough is an Equal Opportunity Employer – M/F.**

**Applicants are hired without regard to sex, age, race, color, creed, religion, ancestry, national origin, or non-job related handicap or disability.**

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**Note:**

This document must be notarized. Under no circumstances will this document be accepted unless properly sealed, witnessed, and notarized. The Application for Appointment booklet shall be considered INCOMPLETE and hence UNACCEPTABLE unless this document is properly witnessed, sealed, and notarized. Applications for Appointment that are considered incomplete will not be processed, and the applicant will not be permitted to sit for the civil service examination.