



POLICE DEPARTMENT

2454 Route 940

Pocono Summit, Pennsylvania 18346

570-895-2400

CHRIS WAGNER

Chief of Police

Fax 570-895-2450

Dear Applicant,

Per your request, enclosed please find the Application for the written exam for our 2018/2019 Hiring Eligibility List for the full-time position of Police Officer along with the Personal Appearance & Grooming Standards and Physical Fitness Test Standards. All applicants must possess a HS diploma or G.E.D. and must have reached their 21st birthday by 10 August 2018, the deadline for submitting applications. All applicants must be a US Citizen and possess a valid PA driver's license prior to appointment. Selection by written – physical agility tests – oral – polygraph and background investigation.

Return your application and non-refundable fee of \$50.00 no later than Friday 10 August 2018 in order to be eligible to participate in the Written Exam scheduled for Saturday 18 August 2018.

Sincerely,

Kathleen Matisak

Kathleen Matisak
Executive Assistant



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Pocono Summit, Pennsylvania 18346

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**POLICE OFFICER PRELIMINARY APPLICATION
2018/2019 HIRING PROCESS
WRITTEN EXAM REGISTRATION**

GENERAL INSTRUCTIONS: This preliminary application serves as your registration to participate in the written portion of the examination. The written exam is scheduled for Saturday, 18 August 2018 at 10:00 a.m. Every applicant who receives one of the top sixty (60) scores and scores seventy percent (70%) or higher in the written examination will qualify to participate in the Physical Fitness Test scheduled for Sunday, 16 September 2018. There is a non-refundable fee of \$50.00 to cover testing and administrative costs that must be submitted along with this application.

Return this completed application along with your check or money order in the amount of \$50.00 made payable to the Pocono Mountain Regional Police Department to the above address no later than Friday 10 August 2018.

For your convenience Credit Card Payments can also be accepted through our website www.pmrpd.com. NOTE: IF PAYING BY CREDIT CARD THE REFERENCE NUMBER (see sample receipt) FOR THE PAYMENT IS REQUIRED BELOW. APPLICATION MUST BE MAILED IN TO THE ABOVE ADDRESS. ONLINE REGISTRATIONS WILL NOT BE ACCEPTED

CC Payment REF # _____

1. _____ 2. _____
Last Name First Name MI Date of Birth
3. _____
Mailing Address: City State Zip
4. _____ 5. _____
Phone # (Mobile & Residence if applicable) Email Address
6. U.S. Citizen ___Yes ___No 7. Social Security# _____
8. Have you ever been convicted of a misdemeanor, felony or greater criminal offense?
___Yes ___No If Yes, explain on reverse side.

From:
Sent: Monday, May 23, 2016 4:48 PM
To:
Subject: Purchase Information

Hello

Thank you for making a purchase. Here are the details of your purchase:

Credit Card Transaction Summary

Payment Item	Reference ID	Amount
NPS Convenience Fee		\$3.00
Application Fees	3791	\$50.00
Total:		\$53.00

Pocono Mountain Regional Police
2454 Route 940 - Pocono Summit, PA 18346
570-895-2400

CardNumber: *****
Auth #: 067996
Timestamp: 05/23/2016 16:48:02 EDT

Card exp. date: **/**
Ref #: 00753042

Application Fees	\$50.00
Total	\$50.00

MuniciPay*Service Fee Pocono Mountain Regional Police
22 Free Street, Suite 403 - Portland, ME 04101
(877) 590-5097

CardNumber: *****
Auth #: 002989
Timestamp: 05/23/2016 16:48:02 EDT

Card exp. date: **/**
Ref #: 00753044

Convenience Fee	\$3.00
Total	\$3.00

VV PERSONAL APPEARANCE AND GROOMING STANDARDS

1. Officers on duty shall wear uniforms or other clothing in accordance with established Departmental procedures.
2. Except when acting under proper and specific orders from a superior officer, officers on duty shall maintain a neat, well-groomed appearance and shall style their hair according to the following guidelines:
 - a. Male Officers:
 - (1) Hair must be clean, neat and combed. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. Hair shall not be worn in such a manner as to interfere with the normal wearing of all standard headgear.
 - (2) Sideburns shall be neatly trimmed and rectangular in shape.
 - (3) Officers shall be clean- except they may have mustaches, which do not extend below the corners of the mouth.
 - b. Female Officers:
 - (1) Hair must be clean, neat and combed. The bulk or length of the hair shall not interfere with the normal wearing of all standard headgear.
3. The wearing of jewelry on duty can create safety concerns. Items such as bracelets, necklaces, rings, etc., should be worn with safety considerations foremost in mind. Male officers are not permitted to wear any earring whatsoever. Female officers may wear earrings; however, they will be the non-pierced type or pierced stud style. At no time will female officers wear earrings that extend beyond or hang from the ear lobe.
4. Officers on duty shall have no visible body piercing on any body part (excluding ears in paragraph 3) to include facial and tongue piercing.
5. Officers on duty shall have no visible tattoos to include the lower arms when wearing summer uniform shirts.

No officer shall have gang, satanic, or disrespectful tattooing on any body part.
6. Officers on duty shall have no unnatural hair color or style that would bring disrespect to the Department.

**POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
PHYSICAL FITNESS TESTS**

It is the responsibility of each applicant to possess an acceptable level of physical readiness which insures that the applicant is, at all times, at a level of physical readiness necessary to perform the essential tasks of a police officer.

In order to insure that each applicant can perform his/her duties safely and effectively without undue risk to themselves or the public, the applicant is required to take the Physical Fitness Tests as part of the selection procedures. This test was designed using the guidelines of the “American College of Sports Medicine” and the “Cooper Institute for Aerobics Research.”

The test battery consists of:

Vertical Jump	15.5 Inches
Sit-ups	30 Reps
300 Meter Run	66 Seconds
Push-ups	25 Reps
1.5 Mile Run	15 Minutes 54 Seconds

Each test is preceded by a warm-up or rest period, with a mandatory cool-down period at the conclusion of the tests.

PHYSICAL FITNESS TEST BATTERY

- The Physical Fitness Test Battery consists of five exercise events, immediately preceded by a warm-up session with intermittent rest periods to ensure the safety of the applicants.
- The Physical Fitness Test Battery is designed to measure the cumulative effect on each applicant. Therefore, failure of any one of the events constitutes a failure of the entire Test Battery and will exclude the applicant from further processing.
- The Physical Fitness Test Battery and Standards are detailed below along with an explanation of each event protocol.

Vertical Jump	15.5 Inches
Sit-ups	30 Repetitions
300 Meter Run	66 Seconds
Push-ups	25 Repetitions
1.5 Mile Run	15 Minutes 54 Seconds

1. **Vertical Jump:** This is a measure of lower body explosive strength. This is an important part of any physical exertion scenario. Example: Vaulting or jumping during a pursuit.

The applicant stands directly under the vertically aligned, graduated blades of a Vertex Vertical Jump Tester. With the feet together, they begin by reaching up as high as possible keeping their heels flat on the ground. This establishes the applicant's base mark. From this base mark, a measurement is then made in order to establish the height of the standard mark. The jump may be performed in one of two ways. Keeping one-foot stationary, the applicant may take one step to the side or backwards with the other foot, stepping in and jumping straight up. The applicant could elect to stand with both feet squarely beneath them, bending down, and jumping straight up. With either method, the applicant must reach up with one hand and touch the machines graduated blade set at the standard height. The applicant has three attempts to reach the standard mark.

2. **Sit-ups:** This is a measure of the muscular endurance of the trunk including the abdominal muscles and hip flexors. This is an important factor in a use of force scenario and minimizing lower back problems. Example: Gaining physical control of a suspect.

The applicant starts by lying on their back, knees bent at approximately 90°, feet flat on the ground, and hands behind the head. Fingers must be interlocked. The feet are held in place while the applicant performs the required number of sit-ups. To be counted as a repetition, the applicant must touch their knees with their elbows and return to the lying position so that the shoulder blades touch the ground. During the exercise, the applicant may not raise their hips or kip and may only rest in the up position. The required number of repetitions must be completed.

3. **300-Meter Run:** This is a measure of anaerobic power. This is an important factor in exerting short bursts of energy. Example: Pursuit Tasks.

The applicant must complete a 300-meter course in or under the required time. On a standard 440-yard track, the 300-meter line is 112 yards from the start/finish line or approximately $\frac{3}{4}$ around the track.

4. **Push-ups:** This is a measure of dynamic upper body strength. This is an important part of any dynamic physical exertion scenario. Example: Gaining physical control of a suspect or clearing a roadway.

The applicant starts in a kneeling position in order to set their hands on the ground approximately shoulder width. After the exercise begins the hands may not move or change position. The feet, which are together or no more than six inches apart, are then set back in the up position. The applicants lower themselves until the mid-line of their chest touches the top of the fist or a three-inch block. This is equal to the humerus or upper part of the arm becoming parallel to the ground. The applicant returns to the up position with straight line “soft lock” of the elbows. The applicant may rest in the up position only and must maintain a straight back from the head to the heels. No other part of the body may contact the ground. The required number of repetitions must be completed.

5. **1.5 Mile Run:** This is a measure of aerobic power or VO₂ max. This is the foundation for almost all physical tasks. Example: Use of force scenarios and administering CPR.

The applicant must complete the 1.5-mile course in or under the required time. On a 440-yard running track, six laps must be completed. The applicant may not exit the running surface prior to completing the course.

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