

**PLEASE THOROUGHLY
READ ALL
INFORMATION AND
FOLLOW
INSTRUCTIONS**

**HELPFUL APPLICATION
CHECK LIST ON
PAGE 5**

EMPLOYMENT APPLICATION PACKET

FOR APPLICANTS SEEKING EMPLOYMENT AS AN ENTRY-LEVEL POLICE PATROL OFFICER FOR THE TOWNSHIP OF BETHLEHEM, NORTHAMPTON COUNTY, PENNSYLVANIA

The Employment Application packet contains the following:

- Civil Service Process Info, Application Requirements & Check List (6 pages)
- Application for Employment Entry-Level Police Patrol Officer (11 pages)
- Informed Consent Form (1 page - Grogan & Assoc., LE Fitness Consultants)
- Medical Release Form (1 page - Grogan & Assoc., LE Fitness Consultants)
- Physical Performance Test Battery (2 pages - Grogan & Assoc., LE Consultants)
- Employment Disqualifiers (3 pages)

CIVIL SERVICE EXAMINATION PROCESS INFORMATION

The Bethlehem Township civil service examination process consists of six (6) separate examination phases that must each be successfully completed by an applicant to achieve eligibility for employment consideration as an entry-level police patrol officer. The six (6) phases of the civil service examination process are:

- 1) Employment Application
- 2) Physical Agility Fitness Test Examination
- 3) Written Test Examination
- 4) Oral Board/Interview Examination
- 5) Background Investigation & Polygraph Examination
- 6) Eligibility Certification and Ranking

ORDER, MANNER & TIMING OF EXAMINATIONS OF APPLICANTS

According to the regulations and procedures of the Bethlehem Township Civil Service Commission, all applicants must participate in the prescribed order, manner and timing of each phase of the civil service examination process. There will be no exceptions to this schedule and no requests for reexamination will be granted. Any applicant who fails any portion of the examination process shall be rejected and disqualified from proceeding further in the examination process.

1) EMPLOYMENT APPLICATION & MINIMUM REQUIREMENTS

Formal applications are required to be completed in order to apply for the entry-level position of Patrol Officer in the Bethlehem Township Police Department. The application for employment as an entry-level police officer is a separate and standalone employment application which differs significantly from a general employment application in that it requires more detailed information about an applicant.

The application contains instructions and requirements for completing each portion of the application. Application instructions must be followed; the application must contain full, accurate and complete information for all requested and required information. Minimum applicant requirements must be met for application acceptance.

Minimum Applicant Requirements:

- (1) Must have reached his/her twenty-first (21st) birthday before the deadline for submission of completed applications;**
- (2) Must be a resident of the Commonwealth of Pennsylvania or become such within thirty (30) days of appointment;**
- (3) Must possess a high school or general equivalency diploma;**
- (4) Must possess a valid motor vehicle operator's license and must obtain a valid Pennsylvania motor vehicle operator's license at time of employment;**
- (5) Must be a United States citizen;**
- (6) Must be physically and mentally fit to perform the full duties of a police officer;**
- (7) Must be able to speak, write, and read the English language;**
- (8) Must meet all Municipal Police Officer's Education and Training Commission required background, physical and psychological standards**
- (9) Must complete an application form, which must include a check or money order (no cash accepted) for \$25.00 to cover processing costs. Check should be made payable to "Bethlehem Township."**

Completed application materials must be received, by mail or in person, not later than the filing deadline of Noon (12 p.m.), Friday, March 6, 2026. Applications received after the filing deadline, or those applications found to be incomplete, will be rejected.

An applicant is eligible for the civil service examination process ONLY if he/she has been notified by Bethlehem Township that his/her application has been determined to be complete. You will be notified of the testing location as part of the confirmation email. Notifications through each step of the civil service examination process are via email communication by a township representative to the applicant. Applicants must provide a valid email address for communication purposes.

2) FITNESS TESTING & 3) WRITTEN TEST EXAMINATIONS**

The physical agility fitness test and written examination test will be conducted Sunday, March 22, 2026. You will be notified by email of the site location and appearance time for testing. Physical agility fitness testing will occur in the morning and the written examination will occur in the afternoon. Photo ID is required to participate.

Only those applicants passing the morning physical agility examination (Pass/Fail) will be eligible to proceed to the written examination in the afternoon.

****Required Forms for Fitness Testing**

Included with the application materials are the following forms that must be completed and presented at check-in on the day of fitness testing:

- 1) Informed Consent Form** - completed & signed by the applicant
- 2) Medical Release Form** - completed & signed by a physician or certified healthcare provider

****NOTICE****

- Both forms must be completed and presented on the date of testing.

YOU WILL NOT BE PERMITTED TO PARTICIPATE IN PHYSICAL AGILITY TESTING IF YOU DO NOT PRESENT BOTH COMPLETED FORMS ON THE DAY OF TESTING.

Physical Performance Test Battery & Standards

Also included with the application materials is the **Physical Performance Test Battery & Standards** that will be administered during the physical agility test. The information contains a list of four (4) single physical performance standards that must each be successfully completed during the fitness test battery. The fitness testing is Pass / Fail. Therefore, a failure on any of the four (4) single performance standards will constitute a failure of the entire test battery and the applicant will be excluded from further participation in testing. Please review for the physical performance standards and test battery information for the full and complete testing requirements.

4) ORAL BOARD INTERVIEW EXAMINATION

For those applicants who pass the fitness testing and written exam, the next phase of the civil service examination process will be the oral board examination. The oral board examination dates are to be determined. Tentative scheduling will be sometime in early to mid-April 2026.

Only those applicants passing the written examination with a minimum score of 70% will be eligible to proceed to the oral board examination. You will be notified of your oral board examination date and time if eligible to proceed to that portion of the examination process.

5) BACKGROUND INVESTIGATION & POLYGRAPH EXAMINATION

Applicants who pass all civil service tests shall be subject to a complete background investigation and polygraph examination by the Bethlehem Township Police Department. Such investigation will cover personal and professional qualifications, to include credit history, driver's license status, drug use, prior arrests, and academic/employment record.

6) ELIGIBILITY CERTIFICATION AND RANKING

The Bethlehem Township Civil Service Commission will review the list of applicants who successfully complete the entire civil service examination process. Applicants are competitively ranked on a hiring eligibility list that is certified by the Civil Service Commission. Open positions within the police department are then filled by hiring from the certified eligibility list.

APPLICATION SUBMISSION CHECK LIST – REQUIRED INFORMATION

Completed application materials must be received, by mail or in person, in the office of the Township Manager, Bethlehem Township Municipal Building, 4225 Easton Avenue, Bethlehem, PA 18020, not later than the filing deadline of noon (12 p.m.), Friday, March 6, 2026.

APPLICATION DEADLINE: 12 p.m., Friday, March 6, 2026



Check List – Required Information

- ☐ Application – Eleven (11) page application, fully, legibly and accurately completed.
- ☐ Application fee - Check or money order in the amount of \$25.00 made payable to “Bethlehem Township”.
- ☐ Completed & Signed “Applicant Statement” (page 3)
- ☐ Copy of High School diploma or GED (General Equivalency Diploma) submitted with application. (page 8)
- ☐ Copy of motor vehicle operator / driver’s license submitted with application (page 8)
- ☐ Act 120 Municipal Police Officer Certification – copy submitted with application (if applicable – page 8)
- ☐ 60 College Credits – unofficial transcript – copy submitted with application (if applicable – page 8)
- ☐ If claiming Veterans’ Preference Status – copy of all Discharge from Active Duty DD214 forms submitted with application (if applicable – page 8)
- ☐ Completed & Signed “Essential Physical Attributes, Job Functions & Duties of a Police Officer Employed by Bethlehem Township” (page 9)
- ☐ Completed & Signed “Notification Procedure Release” (page 10)
- ☐ Completed & Signed “Oath or Affirmation” (page 11)

****NOTICE****

DATE OF TESTING REQUIREMENTS

DATE OF FITNESS TESTING: Sunday, March 22, 2026

Photo ID and the following two (2) fully completed forms **MUST** be presented to the testing administrators on the day of the Physical Agility Fitness Testing:

1) Photo I.D. - - Driver's License, Passport, Military I.D., etc.

2) Informed Consent Form
- completed & signed by the applicant

3) Medical Release Form
- completed & signed by a physician or certified healthcare provider

DO NOT SUBMIT FORMS WITH APPLICATION

****NOTICE****

- Photo ID & both fully completed forms must be presented on the date of testing.

YOU WILL NOT BE ALLOWED TO PARTICIPATE IN PHYSICAL AGILITY TESTING IF YOU DO NOT PRESENT PHOTO ID & BOTH COMPLETED FORMS ON THE DAY OF TESTING.



TOWNSHIP OF BETHLEHEM

Police Department

4225 Easton Avenue
Bethlehem, Pennsylvania 18020-1496

Phone: (610) 814-6410
Fax: (610) 814-6417
www.bethlehemtownship.org



Chief of Police
Gregory J. Gottschall

BETHLEHEM TOWNSHIP POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT AS AN ENTRY-LEVEL PATROL OFFICER

PLEASE CLEARLY PRINT OR TYPE ALL ANSWERS

NOTICE: BETHLEHEM TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER. Equal access to programs, services and employment is available to all qualified persons. Those applicants requiring reasonable accommodation to the application and testing process should notify the Township's Human Resources Department at 610-814-6403.

DATE OF APPLICATION: _____

PRINT NAME: _____
(LAST NAME) (FULL FIRST NAME) (FULL MIDDLE NAME)

CURRENT ADDRESS: _____
(NUMBER & STREET)

(TOWN / CITY) (STATE) (COUNTY) (ZIP CODE)

SOCIAL SECURITY NUMBER: _____

PRIMARY PHONE NUMBER: _____

E-MAIL ADDRESS: _____

(Note: All communications from Bethlehem Township to applicant will be by e-mail.)

APPLICATION PROCESSING (FOR OFFICIAL USE ONLY)

(rev. 5/25)

Have you previously applied for employment with the Bethlehem Township Police Department? If so, provide details: _____

Are you legally eligible for employment in the United States of America? (circle one) YES NO

Have you ever pled “guilty” or “no contest” to, or been convicted of a crime? *(Answering “yes” to this question does not constitute an automatic disqualification from employment. Factors such as date, nature and severity of offense will be considered.)*

(circle one) YES NO

If yes, provide the date(s), offense type(s), jurisdiction(s) and details.

List any additional information about yourself you would like Bethlehem Township to consider:

Applicant Statement - PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information I have provided to Bethlehem Township (hereinafter the "Township") in order to apply for and secure employment is true, complete and correct.

I understand any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the Township's representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resumé, or during subsequent employment interviews. I hereby waive any and all rights and claims I may have regarding the Township, its agents, employees, or representatives applicable to Bethlehem Township's procurement, retention and/or use of such information in the employment process, and I do further waive any cause of action I might now, or in the future, possess regarding those persons, corporations, or organizations that furnish such information about me.

I understand the Township does not unlawfully discriminate in employment and that no question included as part of this application is used for the purpose of limiting or precluding any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand I am free to resign at any time, with or without cause, or prior notice, and the Township reserves the same right to terminate my employment at any time, with or without cause, and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no Township Commissioner, staff member or representative of the Township is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Township's authorized representative.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant's Statement.

Print full Name: _____

Signature of Applicant: _____

Date of Signature: _____

EMPLOYMENT HISTORY

Please provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (**use additional page 5 sheets if necessary**). Explain any gaps in employment in the comments section page 6.

Employer:	Dates Employed		
Telephone:	To:	From:	
Address:	City / State / Zip:		
Starting Job / Title:	Hourly Rate / Salary:		
Ending Job / Title:	STARTING: \$	Per	
Immediate Supervisor and Title:	ENDING: \$	Per	
May we contact for reference? (please circle)	YES	NO	LATER

Summarize work and responsibilities: _____

Reason for leaving: _____

Employer:	Dates Employed		
Telephone:	To:	From:	
Address:	City / State / Zip:		
Starting Job / Title:	Hourly Rate / Salary:		
Ending Job / Title:	STARTING: \$	Per	
Immediate Supervisor and Title:	ENDING: \$	Per	
May we contact for reference? (please circle)	YES	NO	LATER

Summarize work and responsibilities: _____

Reason for leaving: _____

Employer:	Dates Employed To:
Telephone:	From:
Address:	City / State / Zip:
Starting Job / Title:	Hourly Rate / Salary:
Ending Job / Title:	STARTING: \$ Per
Immediate Supervisor and Title:	ENDING: \$ Per
May we contact for reference? (please circle)	YES NO LATER

Summarize work and responsibilities: _____

Reason for leaving: _____

Employer:	Dates Employed To:
Telephone:	From:
Address:	City / State / Zip:
Starting Job / Title:	Hourly Rate / Salary:
Ending Job / Title:	STARTING: \$ Per
Immediate Supervisor and Title:	ENDING: \$ Per
May we contact for reference? (please circle)	YES NO LATER

Summarize work and responsibilities: _____

Reason for leaving: _____

COMMENTS: *(Please include explanation of gaps in employment):* _____

SKILLS AND QUALIFICATIONS: Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

EDUCATIONAL BACKGROUND:

- A. List last three (3) schools attended, starting with the most recent.
- B. List number of years completed.
- C. Indicate degree or diploma earned, if any.
- D. List grade point average or class rank.
- E. List major field of study.
- F. List minor field of study (if applicable).

School	Years Completed	Degree/Diploma	GPA/Rank	Major	Minor

REFERENCES:

List name and telephone number of three (3) business or work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three (3) school or personal references that are NOT related to you.

Name	Telephone Number	Number of years known

ADDITIONAL INFORMATION:

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard, or any other similarly protected status.

Organization	Offices Held

GENERAL APPLICATION REQUIREMENTS – ALL APPLICANTS

Do you have a high school diploma or GED? (circle one) YES NO
If yes, please attach copy of high school diploma, or proof of GED.

Are you a legal citizen of the United States? (circle one) YES NO

Do you possess a motor vehicle operator's license? (circle one) YES NO
If yes, please attach copy of license. If no, prior to appointment, every applicant must possess a valid license issued by the Commonwealth of PA.

Are you physically & mentally fit to perform the full duties of a police officer? YES NO

Are you able to speak, write, and read the English language? (circle one) YES NO

Do you have a valid Act 120 certification? (circle one) YES NO
If yes, please attach copy of Act 120 certification.

Have you completed 60 college credits? (circle one) YES NO
*If yes, please attach a college transcript.
 (Unofficial transcript is acceptable and preferred.)*

Background Investigation – Every applicant who satisfactorily completes the initial testing process shall be the subject of a criminal background check that will include a polygraph examination administered by the Township. The results of the polygraph examination shall be reviewed by the Civil Service Commission, which alone shall determine if the applicant has satisfactorily passed such examination.

VETERANS' PREFERENCE STATUS

Bethlehem Township awards "veterans' preference" status to qualified applicants who have served in the U.S. Military. Pursuant to Section 3(a) of the Veterans' Preference Act, Title 51 Pa. C.S. §7103 (a), any applicant for the position of patrol officer who qualifies as a "soldier" under this Act and has received passing scores on both the written and oral examinations shall have ten (10) points added to his or her combined, weighted written and oral examination score. Any applicant claiming veterans' preference is responsible for providing to the Commission any and all documents required to establish entitlement to the preference.

Do you wish to be granted Veterans' Preference Status? (circle one) YES NO
*If yes, please attach a copy of your discharge, or separation papers.
 Copies of all issued Form DD214s are preferable.*

**ESSENTIAL PHYSICAL ATTRIBUTES, JOB FUNCTIONS AND DUTIES OF A POLICE OFFICER
EMPLOYED BY THE BETHLEHEM TOWNSHIP POLICE DEPARTMENT**

1. Running for several hundred yards pursuing a fleeing suspect.
2. Using physical force to apprehend and subdue arrestees.
3. Climbing over & pulling oneself over obstacles; crawling over or under obstacles.
4. Lifting, carrying, dragging, pushing heavy objects.
5. Jumping down from elevated surfaces; jumping over obstacles.
6. Climbing through openings; crawling in confined areas.
7. Balancing on narrow or uneven surfaces
8. Pulling or carrying victims of accidents, fire or crimes.
9. Using body force to gain entrance through barriers.
10. Engage in law enforcement patrol functions that include shift work & rotating shifts; walking on foot patrol, making physical checks of cars, homes, businesses, buildings, etc.
11. Engaging in prolonged exposure, as long as 10 hours, to extreme weather conditions.
12. Engaging in prolonged periods of walking, standing or sitting.
13. Participating in stress-producing situations, such as encountering persons injured or killed by accidents, crimes or suicide.
14. Dealing with domestic disputes or domestic violence.
15. Dealing with verbal and physical abuse, including taunts, insults and threats to the officer, family members and/or fellow police officers.
16. Communicating effectively with individuals including those suffering from trauma or mental health problems.
17. Operating a motor vehicle for long periods of time, both daytime & nighttime; in emergency situations involving speeds in excess of the posted speed limits, in congested traffic and in hazardous road & weather conditions such as fog, smoke, rain, ice or snow.
18. Using a firearm effectively & under conditions of stress.
19. Gather information and draft out written reports in a clear and concise manner.
20. Exercise independent judgment and common sense.
21. Communicate effectively and coherently with people, including juveniles, by giving information & directions, mediating disputes & advising of rights and processes.
22. Receive, follow & carry out orders given by a superior officer; follow a chain of command

I have reviewed the above list of essential physical attributes, job functions and duties required of a Bethlehem Township Police Officer and believe that: (check one)

_____ I can fully perform all duties & functions without reasonable accommodations.

_____ I can fully perform all essential duties & functions but only with the following accommodations for the duties specified.

Specify: _____

_____ I cannot fully perform all essential duties & functions even with accommodations.

Print full Name: _____

Signature of Applicant: _____

Date of Signature: _____

NOTIFICATION PROCEDURE RELEASE

It may be necessary for the Township of Bethlehem to contact an applicant should he or she be given consideration for the position of Police Officer.

With the exception of the initial delivery by the applicant of the application seeking employment, which is to be personally delivered or mailed to the Township Municipal Building, all further communications both by the applicant and by the Township of Bethlehem shall be pursued through the use of electronic mailing, unless otherwise instructed by the Township. Please note the following:

1. It is the applicant's responsibility to provide the Civil Service Commission and the Township of Bethlehem with a valid and current email address at time of the initial submission of the application form.
2. Should this email address change during the application process, it shall be the responsibility of the applicant to advise the Township of any change in address and to confirm with the Township that the Township has received the updated address.
3. The applicant alone shall maintain the responsibility to provide a secure email address that may be utilized by the Township of Bethlehem for transmittal of personal and sensitive information that is meant only for receipt by the applicant. The Township maintains no responsibility should a transmission by e-mail to the applicant be received or intercepted by a third party.
4. By affixing the applicant's signature to the present form, the applicant acknowledges that the applicant has read, understands and agrees with the procedures to be utilized by the Township during the entire application process.

VALID AND CURRENT EMAIL ADDRESS:

(CLEARLY & LEGIBLY PRINT EMAIL ADDRESS)

Print full Name: _____

Signature of Applicant: _____

Date of Signature: _____

OATH OR AFFIRMATION

The applicant must make an oath or affirmation that the information provided in the application is completed fully and truthfully, and the applicant is subject to the penalties of Title 18 of Pennsylvania Consolidated Statutes, i.e. the Pennsylvania Crimes Code, as it relates to unsworn falsification to authorities, for providing false or misleading information on the employment application.

By affixing my signature, I affirm that this application has been completed fully and truthfully, and I understand that I am subject to penalties of Title 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

PRINT FULL NAME: _____

SIGNATURE: _____

DATE OF SIGNATURE: _____

Bethlehem Township Police Department
4225 Easton Avenue
Bethlehem, Pennsylvania 18020
(610) 814 - 6410

Informed Consent Form

The undersigned hereby gives informed consent to engage in an exercise test battery to determine their physical fitness including muscular strength, muscular endurance, and cardiovascular function. All aspects of the testing process will be supervised and monitored by trained personnel. The testing process includes running, and other callisthenic exercises performed at an outdoor or indoor facility.

I am aware of the possibility that certain physiological changes may occur during this process. These changes could be detrimental including heart-related illness, breathing-related illness, and / or blood pressure abnormalities. These detrimental changes may also include more serious events like a heart attack, stroke, or asthma attack. In these events, the staff have been trained to recognize symptoms and take appropriate action, which includes administering First Aid and CPR.

I have read this form and understand that there are inherent risks associated with any physical activity. Furthermore, it is my responsibility to monitor my individual performance and alert the staff to any pain, discomfort, illness, or other adverse effects. I hereby waive and release the PCPA, all its employees, independent contractors, consultants, proctors, trainers, helpers, other test participants, and all other parties from all liability for any and or all injury, damage, or other loss resulting from the testing process. This also includes the owner and operator of the test facility. I expressly assume the risk of such damage, injury, or loss while engaged in the testing process. I give informed consent for testing data to be recorded to determine my physical readiness as it applies to the essential job functions of a Police Officer.

During the testing process, the undersigned is responsible for providing and having on their person at all times PRN, over-the-counter, or any other legally prescribed medications including but not limited to asthma inhalers, EpiPen auto-injectors, Insulin injectors, or sublingual Nitroglycerin tablets.

Print Name: _____ Signature: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact's Telephone #: _____ Date: _____

Bethlehem Township Police Department
4225 Easton Avenue
Bethlehem, Pennsylvania 18020
(610) 814 - 6410

Medical Release Form

Dear Provider:

In order for _____ (print applicant's name), to participate in a physical fitness test for the position of police officer, it is necessary for them to obtain a clearance from a physician, physician's assistant, nurse practitioner, licensed chiropractor or other certified health care provider. All testing is monitored by certified physical fitness coordinators. A test event ends when the applicant meets the requirement. If the standard is 25 push-ups, the test ends when the applicant performs 25 correct repetitions. All events in the test battery are Pass / Fail. Please review the test guidelines attached to this form and check the appropriate box below.

I have examined the applicant, whose name is listed above.

☐

MAY participate in the Physical Fitness Test.

OR

☐

MAY NOT participate in the Physical Fitness Test.

Provider's Signature: _____ Date: _____

Provider's Business Address: _____

Any questions regarding this form or the Physical Fitness Test shall be directed to:
Michael P. Grogan, Fitness Consultant, Pennsylvania Chiefs' of Police Association,
3905 North Front Street, Harrisburg, Pennsylvania 17110

pafitcop@yahoo.com

Bethlehem Township Police Department
4225 Easton Avenue
Bethlehem, Pennsylvania 18020
(610) 814 - 6410

Physical Performance Test Battery

- The Physical Performance Test Battery consists of four exercise events, immediately preceded by a warm-up session with intermittent rest periods to ensure the safety of the applicants.
- The Physical Performance Test Battery is designed to measure the cumulative effect on each applicant. All events are Pass / Fail. Therefore, a failure of any one event constitutes a failure of the entire Test Battery and will exclude the applicant from further processing.
- The Physical Performance Test Battery and Single Standards are detailed below along with a general explanation of each test event's protocols:

Sit-ups:	30 Repetitions (No Time Limit)
300 Meter Run:	66 Seconds
Push-ups:	25 Repetitions (No Time Limit)
1.5 Mile Run:	15 Minutes 54 Seconds

1. **Sit-ups:** This is a test 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 control of a suspect.

The applicant starts by lying on their back, knees bent at approximately 90°, feet flat on the ground, and their hands behind the head with their fingers interlaced. Their feet will be firmly held in place. For a repetition to be counted, the applicant must flex touching their knees with their elbows and then 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". They may only rest in the unsupported "up" position. The required number of repetitions must be completed. There is no time limit.

Bethlehem Township Police Department

Physical Performance Test Battery (continued)

2. **300 Meter Run:** This is a measure of anaerobic power. This is an important factor in exerting short bursts of energy.

Example: A foot pursuit.

The applicant must complete a 300-meter sprint in the required time. On a standard 440-yard track, this is approximately $\frac{3}{4}$ of one lap the around the track.

3. **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 an object from a roadway.

The applicant starts in a kneeling position to set their hands, palms down on the ground, approximately shoulder width apart. The legs are then extended straight back with the feet together or up to twelve inches apart. The applicant flexes their arms at the elbow until the upper part of the arm (Humerus) becomes parallel to the ground. The chest would be approximately three inches off the ground. The applicant then returns to the "up" position with a straight or "soft lock" of the elbows. The applicant must remain in the straight plank position from their head to their heels moving their body as a single unit. The applicant may only rest in the "up" position only. No other part of the applicant's body may touch the ground during the test event, or they fail. There is no time limit.

4. **1.5 Mile Run:** This is a measure of aerobic capacity or VO2 max. This is the foundation for almost all physical tasks.

Example: A use of force incident or administering one-person CPR.

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

Disqualifying Factors for Initial Employment

No person shall be eligible for employment in the Bethlehem Township Police Department if the individual has engaged in any of the following conduct:

- Failure or inability to meet the minimum application requirements of the position or failure to submit all required documents listed in the application and application checklist.
- Failure or inability to meet any standards established by the Municipal Police Officers' Education and Training Commission necessary for police academy attendance and municipal police officer certification.
- Dishonorable discharge from any branch of military service.
- Failure to register with the Selective Service System.
- Falsifying, lying about, omitting, concealing, or misrepresenting any material information to a background investigator, polygraph examiner, or other police department employee, representative, or agent during any portion of the current or any prior employment application process for a position with the Bethlehem Township Police Department.
- Intentional falsification or omission of information on the employment application, polygraph screening booklet, or any other document used in the selection process.
- Cheating on any portion of the civil service examination or testing process.
- Conviction in any state for an offense punishable by more than one year in prison.
- Conviction of **False Swearing** (18 Pa.C.S. §4903), **Unsworn Falsification to Authorities** (18 Pa.C.S. §4904), or an equivalent offense in another state.
- Conviction in any state of an offense that prohibits possession of a firearm.
- Criminal behavior, whether detected or prosecuted, as admitted by the applicant or established by competent evidence, involving:
 - Any felony (no time limit), or
 - Any first-degree misdemeanor or more serious criminal offense within five years of the application date.
- Displays or demonstrates anti-government, racist, or hate-related ideologies, or maintains membership in a group that exhibits such ideologies.
- Disqualification on two (2) prior occasions when applying for a Civil Service position with the Bethlehem Township Police Department.

Controlled Substance Use

- Manufacture, sale, delivery, or distribution of any controlled substance.
- Use of a prescription drug considered a controlled substance without a prescription within one (1) year preceding the application date.
- A pattern of abuse of a prescription drug considered a controlled substance without a prescription within five (5) years preceding the application date.
- Use of any medication prescribed to the applicant and used for non-therapeutic purposes within three (3) years preceding the application date.
- Use, at any time, of methamphetamine, heroin, fentanyl, cocaine, LSD, or any derivative of these drugs.
- Use of an anabolic steroid without a prescription within five (5) years preceding the application date, regardless of source or knowledge of legality.
- Huffing or intentional use of any chemical or substance (including glue, aerosols, cleaning products, bath salts, etc.) for any purpose other than intended, except where all of the following apply:
 - No more than three (3) uses under age 25.
 - No use within five (5) years preceding the application date.
 - No use at age 25 or older.
- Illegal use of any other drug or controlled substance not mentioned above within five (5) years preceding the application date.

Marijuana Use

- Any use of marijuana within one (1) year preceding the date of the application, regardless of location or legality in that jurisdiction.
- “Marijuana” includes any form containing tetrahydrocannabinol (THC), including cannabis, hashish, hash oil, gummies, drinks and synthetic or natural forms (e.g., K-2, Spice).

Driving Under the Influence (DUI)

- A DUI conviction within five (5) years of the application date or an equivalent offense in another state.
- Two (2) or more convictions for DUI or equivalent offenses in another state (including convictions or pending charges).

Note: A DUI “conviction” includes a guilty plea, nolo contendere plea, verdict, acceptance of ARD or similar diversion disposition, negotiated plea to a lesser offense where chemical test result was 0.08% or greater, and/or any chemical test refusal.

Driver’s License History

- Revocation of driver’s license in any state at any time.
- Three (3) or more suspensions of a driver’s license (including any combination of suspensions in any state), excluding suspensions for non-payment of parking tickets.
- Two (2) suspensions within three (3) years preceding the application date (including any combination of suspensions in any state), excluding suspensions for non-payment of parking tickets.
- Any combination of three (3) or more convictions for offenses listed under 75 Pa.C.S. §1535 (Schedule of Convictions and Points) within five (5) years preceding the application date, including equivalent convictions in other states.
- One (1) or more convictions of any of the following offenses, or equivalent offenses in another state, within five (5) years preceding the application date:
 - Accidents involving damage to attended vehicle or property (75 Pa.C.S. §3743)
 - Driving without lights to avoid identification or arrest (75 Pa.C.S. §3734)
 - Drivers required to be licensed (75 Pa.C.S. §1501)
 - Required financial responsibility (75 Pa.C.S. §1786)
 - Obedience to authorized persons directing traffic (75 Pa.C.S. §3102)
 - Meeting or overtaking school bus (75 Pa.C.S. §3345(a))
 - Maximum speed limit (31 mph or more over the limit) (75 Pa.C.S. §3362)
 - Racing on highway (75 Pa.C.S. §3367)
 - Reckless driving (75 Pa.C.S. §3736)
 - Accidents involving damage to unattended vehicle or property (75 Pa.C.S. §3745)
 - False reports (75 Pa.C.S. §3748)