

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

NOTE: For this application period Bethlehem Township is waiving the Act 120 Police Academy AND/OR 60 college credits requirement. The minimum applicant requirements are listed.

NOTICE IS HEREBY GIVEN that formal applications required to be completed in order to apply for the entry-level position of Patrol Officer in the Bethlehem Township Police Department are now available in the office of the Township Manager at the Bethlehem Township Municipal Building, 4225 Easton Avenue, Bethlehem, PA 18020-1496. The applications are also available for download on-line at Bethlehem Township's website (www.btjobs.org).

The applicant, at a minimum:

- (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/money order should be made payable to "Bethlehem Township."**

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.

Completed application materials must be received, by mail or in person, in the office of the Township Manager (listed above) not later than the filing deadline of noon (12 p.m.), Friday, August 09, 2024. Applications received after the filing deadline, or those applications found to be incomplete, will be rejected.

Notifications through each step of the civil service examination and testing process are via email communication by a township representative to the applicant. Applicants must provide a valid email address for communication purposes.

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. If an applicant's application is filed before the deadline and is determined to be complete, the candidate will be notified by Bethlehem Township of his/her eligibility to participate in the physical agility fitness examination test.

The physical agility fitness examination test and written examination test will be conducted Sunday, August 25, 2024. Physical agility fitness testing will occur in the morning and the written testing will occur in the afternoon.

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

This position of ENTRY-LEVEL POLICE PATROL OFFICER is governed by the Civil Service Rules and Regulations of Bethlehem Township. Starting salary is contractually set at approximately \$79,244.00. Healthcare, paid time off, and additional contractual benefits are included. Officers will receive annual salary step increases over 5 years to reach senior officer rate. 2024 base salary rate for senior patrol officer is approximately \$94,244.00.