

APPLICATION INSTRUCTIONS AND ADDITIONAL INFORMATION

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:

- Application Instructions and Additional Information (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)

CIVIL SERVICE EXAMINATION PROCESS

The Bethlehem Township civil service examination process consists of five (5) 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 five (5) 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

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 significantly differs 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. Minimum applicant requirements must be met for application acceptance. Application instructions must be followed; the application must contain full, accurate and complete information for all requested and required information.

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).

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.”**

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

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.

If an application is filed before the deadline and is determined to be complete, the applicant will be notified by Bethlehem Township of his/her eligibility to take the physical agility examination portion of the civil service examination process. Included in the notification will be further instructions and the location for the fitness testing and written exam.

2 & 3) FITNESS & WRITTEN TEST EXAMINATIONS

The physical agility fitness test and written examination test will be conducted **Sunday, August 25, 2024**. You will be notified by email of the testing site locations and appearance times for testing. Physical agility fitness testing will occur in the morning and the written examination will occur in the afternoon.

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 - Informed Consent & Medical Release Forms**

Included with the application material 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 certified healthcare provider

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

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

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 five (5) 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 five (5) 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 testing will be the oral board examination. The oral board examination is tentatively scheduled for September 11, 12 & 13, 2024.

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.

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.

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.

APPLICATION SUBMISSION CHECK LIST

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, August 09, 2024.

APPLICATION DEADLINE: 12 p.m., Friday, AUGUST 09, 2024



Check List

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)

DATE OF FITNESS TESTING: Sunday, AUGUST 25, 2024

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

- 1) Informed Consent Form**
- 2) Medical Release Form**

DO NOT SUBMIT FORMS WITH APPLICATION.

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

**** YOU WILL NOT BE ALLOWED TO PARTICIPATE IN PHYSICAL
AGILITY FITNESS TESTING IF YOU DO NOT PRESENT 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 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. 6/24)

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

Summarize work and responsibilities: _____

Reason for leaving: _____

Employer:	Dates Employed
Telephone:	To:
Address:	From:
Starting Job / Title:	City / State / Zip:
Ending Job / Title:	Hourly Rate / Salary:
Immediate Supervisor and Title:	STARTING: \$ Per
	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 judgement 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 – 6426

NOTE: THIS FORM IS REQUIRED TO BE COMPLETED PRIOR TO ARRIVING FOR TESTING AND NEEDS TO BE BROUGHT WITH THE CANDIDATE TO THE TESTING SITE

Informed Consent Form

The undersigned hereby gives informed consent to engage in an exercise test battery in order 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 jumping, running, and other callisthenic exercises performed at an outdoor or indoor facility.

I am aware of the possibility 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 has 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 of its employees, independent contractors, consultants, proctors, trainers, helpers, other test participants, and all other parties from any and all liability for any and 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 any and all PRN or As Needed over-the-counter and / or 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 - 6426

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 is ended 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 - 6426 phone

Physical Performance Test Battery

- The Physical Performance 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 Performance Test Battery is designed to measure the cumulative effect on each applicant. All events are Pass / Fail. Therefore, a failure on 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:

Vertical Jump	15.5 Inches
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. **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 horizontally aligned blades of the Vertec Vertical Jump Test Machine, which are set at half inch increments. With their feet together, they begin by reaching up with one hand as high as possible keeping their heels flat on the ground. This establishes the applicant's base line overhead reach height mark. From this base line mark, a measurement is made to fix the height of the standard mark. The vertical jump may be performed in one of two ways. The applicant may take a position with both feet squarely beneath them, bending down, and jumping straight up. The other method allows the applicant to keep one foot stationary, with the opposite foot stepping back or to the side, then stepping back to a square position, and jumping straight up. With either method, the applicant must reach up with one hand and touch the machine's graduated blade set to the standard mark. The applicant has three valid attempts to reach the standard mark.

Bethlehem Township Police Department
4225 Easton Avenue
Bethlehem, Pennsylvania 18020
(610) 814-6426 phone

Physical Performance Test Battery (continued)

2. **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.

3. **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.

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 an object from a roadway.

The applicant starts in a kneeling position in order 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. This is 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.

5. **1.5 Mile Run:** This is a measure of aerobic capacity or VO2 max. This is the foundation for almost all physical tasks. Example: 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.