

Dear Applicant,

Thank you for your interest in becoming a Police Officer in the City of Sunbury. The Sunbury Police Department prides itself on the quality of its members. We hold our officers to a high standard of service and expect them to serve with dignity and distinction.

In this application packet, you must provide information on yourself that will be used in an extensive background investigation to evaluate your suitability for employment. Your cooperation and full disclosure will aid in this investigation and expedite the results. The application must be fully completed. Failure to do so will result in the rejection of your application. It is to your advantage to respond openly and honestly. The same standard applies in the hiring and selection process. If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application or hiring process, you will be permanently disqualified for employment with the City of Sunbury.

Requirements:

1. Must be a Citizen of the United States of America.
2. Must possess a high school diploma or a G.E.D. certification at the time of application.
3. Must be at least 21 years of age or older by date of testing.
4. Must have completed the Act 120 training prior to January 1, 2024 and be certified by the Municipal Police Officer's Education and Training Commission (MPOETC).
5. Must possess a valid Pennsylvania motor vehicle operator's license.
6. **An applicant may not apply for employment and will be disqualified during any background investigation for the following criminal behavior:**
 - Conviction of Felony
 - Criminal conviction of Misdemeanor 2 or higher
 - Criminal conviction of any section listed in the Uniformed Firearms Act, Brady Law, Megan's Law, or any other federal law or amendment prohibiting possession of a firearm.
7. **Any person convicted of the following over the past 36-month period will be disqualified:**
 - Driving while license is suspended or revoked
 - Homicide or any assault by a vehicle
 - Failure to stop or report involvement in an accident.
 - Driving under the influence

You are **required** to submit photocopies of all the following documents and attach to the Application:

1. Photocopy of High School Diploma or G.E.D. Certificate
2. Official college transcripts
3. Naturalization or Citizenship papers (If applicable)
4. DD-214 (If applicable)
5. Name change documents (If applicable)
6. Copy of MPOETC certification card or ACT 120 Academy Certificate
7. MPOETC transcripts
8. Current Credit Report obtained from Trans Union, Equifax, or Experian.
9. Pennsylvania Child Abuse History Clearance (Obtained from PA. Department of Welfare, form CY 113, If certificate is not available, attach confirmation printout that you applied for the clearance and send copy of clearance to Sunbury Admin Office once received.)
10. Pennsylvania Criminal Record Check. (Obtained from PA State Police)

Three documents require the witness of a Notary. They are; Authorization for Release of Records and Information, Authorization for Release of Credit Information and Certification and Penalty. Incomplete or unsigned application will be rejected. **You will be required to produce your Driver's License when you turn in your application.**

Police Officer Applicant Processing Procedure

Completed and signed applications are to be submitted to the Sunbury Administration Office with a nonrefundable \$25.00 processing fee on or **before Monday, October 30, 2023 by 4pm.**

**Sunbury Mayor's Office
225 Market Street
Sunbury, PA 17801**

Note: Nonrefundable processing fee paid by check or money order must be made payable to the "City of Sunbury"

1. PHYSICAL FITNESS TEST

Each applicant desiring appointment as a Police Officer must successfully pass all City of Sunbury standards of the physical fitness test established by the Civil Service Commission of the City of Sunbury. These City of Sunbury standards will be provided to each applicant with this application and are weighted by age and sex. Failure to meet the minimum physical fitness standard for any event will constitute automatic dismissal from the application process.

The date and time of the test will be **Saturday, November 11, 2023 at 10:00am.** The test will be conducted outdoors and indoors. The written test will be held at the Sunbury Police Dept 337 Arch Street Sunbury PA 17801. A physical fitness test will be held at the *Shikellamy High School at 600 Walnut Street Sunbury, PA at the Football Stadium.* If an alternate testing location is needed, you will be notified of the changed indoor or outdoor location. Applicants must provide valid photo ID to be permitted into the testing site.

The physical fitness test is set to the standard of the City of Sunbury and will be as follows:

- 1. 300 Meter Run**
- 2. Sit ups**
- 3. Bench Press**
- 4. Push ups**
- 5. Body Drag**

Attire: Appropriate physical training attire: shorts or sweatpants, t-shirt or sweatshirt, and running sneakers.

Note: Applicants must have physician complete and sign the "Physical Fitness Test-Physician Form" included in the application. The applicant will not be allowed to participate if not completed and eliminated from the hiring process.

2. WRITTEN EXAMINATION

Applicants who successfully pass the Physical Fitness test will be invited to participate in the written examination on the same day. In the written examination, applicants will be required to demonstrate aptitudes and skills in accomplishing tasks representative of duties of the position. The minimum passing score for the written examination is 70%. Veteran Preference will be given to qualifying veterans of military service upon successful completion of all portions of the hiring process. In order to receive Veteran Preference all veterans must attach a copy of their DD214 to their application.

The date and time of the written exam will be **Saturday, November 11, 2023 at 1pm** at the *Sunbury Police Station, located at 337 Arch Street Sunbury, PA 17801* (Applicants must provide valid photo ID to be permitted into the testing site).

Thank you for your interest in becoming a police officer in the City of Sunbury,PA.

Joshua Brosious, Mayor