



# *Birdsboro Police Department*

## *Civil Service Commission*



202 East Main Street  
Birdsboro, PA 19508  
610-582-6037

*John C. Hartline-Chairman*

*Bruce J. Weidenhammer*

*Robert M. Myers*

### APPLICATION INSTRUCTIONS

This application packet consists of several sections. Each section must be completed in order for the Civil Service Commission to accept the application for consideration. Type or print an answer to every question. If a particular question does not apply to you, indicate such with an "N/A." If you do not have Microsoft WORD or Adobe, you may print in black ink. The following is required:

The completed application and associated documents must be returned to Birdsboro Borough Hall, 202 East Main Street, Birdsboro, Pa 19508 by **Friday February 16, 2024, 4PM.**

- Municipal Police Officer Education and Training ACT 120 Certification required prior to appointment.
- Must have reached the age of 21 before the deadline for submitting the completed application.
- Must possess a diploma from an accredited high school or a graduate equivalency diploma (GED). Remember to attach a copy of the diploma or high school transcripts or GED.
- Prior to appointment the applicant must possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.
- Must be a United States Citizen
- Must be physically and mentally fit to perform the duties of a police officer.
- Applicants are required to pass a written examination with a score of 70% or higher.
- Veterans Preference – Applicants eligible for Veteran's preference must provide a copy of a DD-214 or proof of military service at the time of application.
- Applicants are required to complete and submit a full waiver of liability at the time of application.
- Applicants that are currently Act 120 certified police officers in the State of Pennsylvania, out of state equivalent, or PA State Police are not required to take the physical fitness examination. In addition, applicants that have been Act 120 certified police officers in the State of Pennsylvania, out of state equivalent, or PA State Police Troopers within the last three years of the application acceptance date, February 16, 2024, are not required to take the physical fitness test.
- Applicants must provide proof of the above status at the time of application acceptance, which would include documentation of active police officer status or documentation that they were an active duty police officer within three years of application acceptance, in their return of the application packet.
- The application must be returned to Birdsboro Borough Hall by the applicant, accompanied by photo identification and a check or money order of \$35.00 payable to the Borough of Birdsboro.
- **IMPORTANT:** The applicant must make an oath or affirmation that the application is completed truthfully at the time of submission. This means that the application must be signed before a Notary Public or contact Birdsboro Borough and make an appointment to sign your application in front of the borough Notary Public. Phone: 610-582-6030.
- When you return your application, you will be given documentation relative to the next steps, which include a written examination.

- The written exam is scheduled for: **Saturday March 9th, 2024, 8am**, Birdsboro Community Center, 201 East Main Street, Birdsboro, Pa 19508. You may park in the borough hall parking lot which is located directly across the street.
- Applicants that score 70 % or above in the written examination will matriculate to the physical fitness test.

The physical fitness test consists of a pass/fail component, meaning that you must pass each individual test to be eligible for the oral examination. The physical fitness test is **tentatively** scheduled for **Saturday March 23, 2024, 0800 hours**, at Alvernia University PLEX, 465 Saint Bernardine Street, Reading, PA 19607. The test time will be verified upon your successful passing of the written examination. Bring suitable exercise attire.

- Each candidate will be tested in the following:

30% Standards Age Range	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Sit Ups (1 min rep)	35	32	27	21	17	30	22	17	12	4
300-meter Run (time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push Ups (1 min rep)	26	20	15	10	10	13	9	7	7	7
1.5-mile Run (time)	13:15	13:44	14:34	15:50	15:50	15:46	16:42	17:29	19:10	19:10

- The applicants that pass the physical fitness test will move onto the oral interview. The oral interview consists of questions that are relevant to police work. The applicants must score 70% or higher to move onto the next step in the examination process. The oral examinations will occur in April 2024, potentially the first or second week. The exact date is dependent upon the availability of the examiners.
- The applicants that score 70% or higher to move onto the next step in the examination process which includes a polygraph examination, extensive background check, fingerprint submission for criminal history verification, physical examination which includes a vision check, hearing check and a drug screen.

**Important to remember**, you must bring valid identification, preferably a drivers' license or other governmental identification to each testing component. Those that do not have proper identification at each and every step of this process will not be permitted to proceed. Please remember that when dropping off the completed application, the applicant must include the following, if applicable:

1. High school diploma or high school transcripts or copy of GED certificate.
2. DD-214 – This is the document that verifies the veteran's condition of discharge. This is needed for Veterans Preference Points.
3. Physical Fitness Waiver
4. Proof that you are a current police officer or a police officer within the last three years, if applicable, to receive a waiver for the Physical Fitness test requirement.
5. Waiver – Applicant Authorization and Consent for Release Information
6. Proof of Act 120 Certification - If you possess Act 120 Certification, please include any documentation with your application. Those that are currently seeking Act 120 Certification - This must be completed prior to the anticipated hiring date, which is July 2024. Note: You do not need Act 120 Certification at the time of application, but it is required prior to the hiring date.
7. Important – with the uncertainties in the delivery of US Mail, you will receive information via e-mail as well as you progress through this process. The timeline is tight so we want to make sure you are well informed. Please add Chief Trupp's e-mail address to your allowed/accepted emails program so they do not end up in your junk or spam folder.

If you have any questions regarding the application or the process, please send an e-mail to Chief Todd Trupp at: [ttrupp@birdsboropa.org](mailto:ttrupp@birdsboropa.org)



## BIRDSBORO POLICE DEPARTMENT



**200 East Main Street  
Birdsboro, PA 19508  
610-582-6037**

***Anthony P. Scioli***  
Mayor

***Todd E. Trupp***  
Chief of Police

Dear Applicant:

The Birdsboro Police Department is seeking applicants for the position of Police Officer / Police Officer Trainee. The Birdsboro Police Department consists of seven full-time officers including the Chief of Police. The police department provides professional police services to the community through the use of the latest equipment, technology, training, adherence to professional standards, accountability, transparency and understanding. The department strives to exceed expectations of the community and providing the highest quality of police services to our citizens. The police department's salary and benefits package are extremely competitive and, in many cases, exceeds those of larger police departments in Pennsylvania.

We offer a competitive starting salary, \$76,195 annually for a probationary police officer with no experience. In 2024, the salary for a patrolman 1<sup>st</sup> class is \$95,243. The starting salary may be adjusted based on the applicant's experience for a PA ACT 120 certified police agency.

Work Schedule: Three Ten hour shifts daily. Shift are determined by seniority.

Vacations: First year, 40 hours, five years, 120 hours, 10 years 160 hours, 15 years 200 hours.

Compensation time – Officers can choose to accrue comp time in lieu of payment for overtime worked

Personal leave: Up to 40 hours per year, and an additional 40 hours for Wild-Card leave.

Sick leave: 120 hours per year.

Bereavement leave

Holidays: 11 paid holidays

Clothing Allowance plus dry cleaning for uniforms

Health care: Capital Blue Cross, vision and dental plan

Life Insurance: \$50,000 life insurance policy

Short Term disability insurance

One-million-dollar professional liability insurance policy

Longevity Bonus - \$100 per year of service annually, after five years (5<sup>th</sup> year bonus - \$500)

Retirement – Retire at age 50 after serving 25 years of service

Pension- Calculated at 50 % of annual salary plus overtime.

DROP – Deferred Retirement Option Plan – five-year plan

Benefits into retirement – Medical insurance coverage for employee upon retirement.

In 2024, an officer that is covered under spouse's health insurance is entitled to a \$2,500 bonus paid quarterly.

Sincerely,

*Todd Trupp*

Chief of Police