



## Somerset Borough Police Part-time Officer Application Process

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The following is a description of the process for application to the Borough of Somerset for the position of Police Officer (Part-time). The process is designed to include the same components as the application process governed by Civil Service regulations for the position of Police Officer (Full-time). *Police Officer (Part-time) hiring is not subject to the Civil Service process.*

### **Application**

The Somerset Borough Police Department accepts applications for Police Officer (Part-time) on an on-going basis. The applications are kept on file for one year; applications which have been on file for more than a year are purged.

### **Review of Applications**

When a vacancy exists, the command staff of the Somerset Borough Police Department reviews the applications on file and selects a group of the most qualified applicants (based on the information included in the application and any attachments). That group is then scheduled for the first phase of the examination process, the Written Examination.

### **Written Examination**

The Somerset Borough Police employ a nationally validated written examination tool designed to measure basic skills – reading, writing and arithmetic – that are important for successfully learning and performing an entry-level, law enforcement position. The written examination will be administered to the selected applicant by appointment. The written examination phase is expected to take less than two hours. Upon achieving a minimum score of 70% the applicant will be afforded an oral examination.

### **Oral Examination**

The Oral Examination will be afforded to those candidates who have successfully completed the Written Examination. The Oral Examination is administered by the Mayor and the command staff of the Somerset Borough Police.

### **Physical Fitness/Medical Examination**

Upon a candidate receiving a conditional offer of employment, he/she will be scheduled to complete a physical fitness/medical examination conducted by the Occupational Medicine Department of Somerset Hospital. The examination is nationally validated and designed to ascertain the candidate's physical fitness for duty by measuring the candidate's medical history, current medication use, hearing, blood pressure, body mass index, vision, range of motion, physical endurance, push/pull/lift strength and postural tolerances. The examination also includes a urine drug screen.

### **Background Investigation**

Upon a candidate receiving a conditional offer of employment, a background investigation, including a credit history examination, is conducted by a Somerset Borough Police investigator. This phase also includes a voice stress analysis examination conducted by a Somerset Borough Police investigator.

### **Psychological Examination**

Upon a candidate receiving a conditional offer of employment, the candidate will be referred to a licensed psychologist for completion of a psychological examination meeting Municipal Police Officer Education and Training Commission (MPOETC) standards.

### **Pre-service Firearms Qualifications**

Upon a candidate receiving a conditional offer of employment, the candidate will need to successfully complete firearms qualification with department issued weapons including the department sidearm, shot gun and patrol rifle. This course of qualification is conducted by a Somerset Borough Police Firearms Instructor.