



WILLIAMSPORT BUREAU OF POLICE

Chief Justin Ottaviano

810 Nichols Pl, Williamsport, PA. 17701

Email: police@cityofwilliamsport.org

Ph: 570-327-7540

Fax: 570-327-7563

Dear Police Applicant,

July 6, 2026

Thank you for your interest in becoming a Police Officer with the Williamsport Bureau of Police (WBP).

The Williamsport Bureau of Police is committed to maintaining a highly professional workforce. We hold our officers to the highest standards of integrity, service, and professionalism, and expect every member to serve with dignity and distinction. The WBP offers a competitive salary, a comprehensive benefits package, and opportunities for career advancement and specialized assignments.

The mission of the Williamsport Bureau of Police is to maintain peace and order by providing police services that are responsive to the needs of the community. The Bureau enhances public safety by apprehending those who commit criminal acts, developing partnerships to prevent, reduce, and eliminate neighborhood problems, and delivering police services that are fair, impartial, and respectful of the dignity of every individual.

During the application process, you will be asked to provide information that will be used to evaluate your suitability for employment. Your cooperation will assist with the background investigation and help expedite the hiring process.

Please complete every section of the application thoroughly and accurately. Failure to provide all required information may result in the rejection of your application. It is in your best interest to answer every question openly, honestly, and completely.

These standards apply throughout the hiring process. Any intentional misrepresentation, omission, falsification, concealment of required information, or other act of deception may result in permanent disqualification from employment with the Williamsport Bureau of Police.

Please ensure you complete every section of the application, including the Military and Selective Service section. Even if you have not served in the military, you are required to answer all applicable questions.

Congratulations on your decision and we wish you the very best throughout the selection process.

Sincerely,

A handwritten signature in black ink that reads "Justin Ottaviano". The signature is written in a cursive, flowing style.

Justin Ottaviano,
Chief of Police



POLICE OFFICER SALARY AND BENEFITS

These are just a few of the benefits and opportunities you will receive as an officer with the Williamsport Bureau of Police:

- 2026 Starting Annual Salary: For those candidates who have already completed ACT 120, the starting wage is anticipated at \$60,297.80 or \$28.99/hr (Police Officer A salary) with an initial issue of uniforms and equipment. Candidates who have not yet completed ACT 120 are classified as Police Officer A - CADETS and will receive the Police Officer A - CADET starting wage of \$30,148.90 or \$14.50/hr with an initial issue of uniforms and equipment. Upon successful completion of the Police Academy, the Police Officer A - CADET then becomes a Police Officer A.
- Annual uniform allowance of \$700.00 per year starting after 1 year of service.
- Current pay scale progression for a non-ranked Police Officer: \$60,297.80 (1st year) to \$92,765.85 (after 5th year) per pending contract.
- No residency requirements or residency restrictions.
- (11) Paid holidays off (pro-rated for the first year.)
- (21) Sick Days per year (indefinite accumulation) with buy-back option; can use up to (10) days per year for family members.
- (4) Work shifts: Day Watch, Night Watch, Morning Watch, FLEX shift with flexible scheduling opportunities.
- Bi-weekly pay based on an 80-hour pay period.
- Annual vacation
 - 1 week after 6 months of service.
 - 2 weeks after 1 year of service.
 - 3 weeks after 5 years of service.
 - 4 weeks after 10 years of service.
 - 5 weeks after 15 years of service.
 - 6 weeks after 20 years of service.
- Pension
 - Vesting of partial pension after 12 years of service at age 50.
 - Full pension after 20 years of service at age 50.
 - Pension cost of living adjustment (COLA) increases.
 - 5-year DROP Pension option (Deferred Retirement Option Plan).
 - Sick-time buyback schedule upon retirement.
- Medical Insurance
 - Paid medical insurance for spouses and dependents upon hire with bi-weekly premium payments.
 - 100% paid medical for spouse and dependents after 15 years.
 - HRA (Health Reimbursement Account) funded by the city.
- Life Insurance term policy of \$50,000.
- Optional 457 Deferred Compensation Program.
- Yearly step increases upon member's date of hire until top Police Officer status is obtained at 6 years.
- Top Police Officer pay at 6 years of service.
- Longevity Pay after 6 years starting at 1.5% of base pay and maxing out at 8% of base pay after 32 years of service.
- Promotional opportunities after 3 years of service.
 - Corporal 6% increase above top Police Officer salary; Sergeant/Detective 4% increase above Corporal salary; and Lieutenant 4% increase above Sergeant/Detective salary.
- Opportunities for Special Assignments and Promotion:
 - Criminal Investigation Division (major crime, homicide, robbery, child abuse, financial crimes, intel, etc.).
 - Forensics Service Unit & Crime Scene Processing/Property & Evidence Unit.
 - SRT (Special Response Team) Tactical Team.
 - HNT (Hostage Negotiations Team affiliated with SRT)
 - Federal & State Full-time/Part-Time Task Force assignments (FBI, ATF, USMS, OAG).
 - K-9 Unit.
- Yearly training budget to assist with career development.



POLICE OFFICER APPLICANT PROCESSING PROCEDURE

The Police Officer applicant must fully complete the attached application in his/her own handwriting, obtain original signatures on required forms, and return the application and requested information and document copies, along with a check or money order in the amount of the **\$35.00** processing fee, made payable to the City of Williamsport, and return this application to the Williamsport City Human Resources Department on or before: **Friday, September 4, 2026, at 4:00 p.m.**

GENERAL APPLICANT REQUIREMENTS

1. You must be a citizen of the United States of America.
2. All applicants must possess at the minimum, a high school diploma or a G.E.D. certificate at the time of application.
3. You must be 21 years of age, but not be older than 37 years of age, having not reached your 38th birthday, before the date of certification of the civil service list.
4. You must possess a valid motor vehicle operator's license.

AUTOMATIC DISQUALIFICATION

An applicant may not apply and will be disqualified for any of the following criminal behavior:

- Criminal conviction of Misdemeanor-2 or higher.
- Criminal conviction of any section listed in the Uniform Firearms Act, Brady Law, Megan's Law or any other federal law or amendment prohibiting possession of a firearm.

Any person convicted of any of the following in the past 36-month period will not be hired:

- Driving while license was suspended or revoked.
- Homicide or any assault with a vehicle.
- Failure to stop or report involvement in an accident
- Driving Under the Influence

Any conflicts with the Municipal Police Officer's Education and Training Commission Certification Standards.

ITEMS TO BE INCLUDED WITH THIS APPLICATION PACKET UPON SUBMISSION

- Photocopy of High School Diploma or G.E.D. Certificate
- Naturalization or Citizenship papers (if applicable)
- DD214 (if served in the military*).
- Name change documents
- Copy of MPOETC certification card or Act 120 Academy certificate (if applicable)
- MPOETC transcripts (if applicable)
- Current PA Child Abuse History Clearance obtained from the Pa Dept. of Welfare (Form CY 113) and similar official child abuse clearances from any state you have lived in within the past five (5) years
- Photocopy of a valid driver's license.

*Qualifying veterans of military service will, upon successful completion of all portions of the hiring process, will receive additional points on their overall final score. In order to receive the additional points, all veterans must attach a copy of their DD214 to their application.



POLICE OFFICER TESTING PROCEDURE

Date & Time: **Saturday, September 19, 2026 @ 8:00 am**
Location: **Lycoming College - Keiper Recreation Center**
Address: **508 Mulberry St. Williamsport, PA 17701**

Applicants must provide a photo ID to be permitted into the testing site.

PART #1: PHYSICAL FITNESS TEST

Each applicant desiring appointment as a Police Officer must successfully pass all requirements of the physical fitness test established by the Municipal Police Officers' Education and Training Commission (MPOETC). These 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.

Academy Standards established by MPOETC

1. 1 Minute Sit-up
2. 300 Meter Run
3. 1 Minute Push-up
4. 1.5 Mile Run

Applicants must have previously submitted the completed and signed "Physical Fitness Test – Physician Form" with the application to participate in this phase. The applicant will not be permitted to participate in the physical fitness portion of the test without this requirement. In addition, appropriate physical training attire -- shorts or sweatpants, t-shirt or sweatshirt, track-suit, and/or running sneakers -- will be required.

PART #2: WRITTEN EXAMINATION

Applicants who successfully pass the Physical Fitness Test will be invited to participate in the written examination immediately after the physical fitness testing portion.

In the written examination, applicants will be required to demonstrate aptitudes and skills in accomplishing tasks that are representative of the duties of the position. The minimum passing score for the written examination is 70% in order to move on to additional testing and applicant processing. **ORAL INTERVIEWS** will be scheduled for a later date and time and applicants will be notified.



APPLICATION FOR THE POSITION OF POLICE OFFICER

(PRINT CLEARLY)

FULL NAME: _____
FIRST MIDDLE MAIDEN NAME LAST SUFFIX NICK NAME

ADDRESS: _____
COMPLETE ADDRESS (NO PO BOX) COUNTY STATE ZIP CODE

GENERAL: _____
RACE SEX AGE DATE OF BIRTH SOCIAL SECURITY NO. DR. LICENSE STATE & NO.

CONTACT INFO: _____
PRIMARY PHONE NO. PHONE NO.2 PHONE NO.3 EMAIL ADDRESS

OTHER INFO: _____
CITY/STATE/COUNTRY OF BIRTH NATURALIZATION NO. (IF APPLICABLE)

Other names (alias, maiden names, and nicknames) by which you have been known. Please include the time period these names were used.

POLICE WORK IN GENERAL

The position of Police Officer involves shift work and varying days off. A Police Officer could be assigned any shift at any time. In addition, you may be required to work overtime and must be available for emergency call-in overtime, court appearances, trials, etc. You would work a high percentage of holidays, and weekends and may not be able to get time off for personal events like anniversaries, birthdays, vacations, etc.

Are you currently working as, or have ever previously worked as, a Police Officer? ☐ Yes ☐ No

If "yes", please indicate which Police Department(s) and the dates of your employment:

Are you willing to work all hours of the day, all days of the week, holidays, special family occasions, and overtime when assigned? ☐ Yes ☐ No

If the necessity arose in the course of your employment to use deadly force on a human being, could you do so? ☐ Yes ☐ No

Do you belong to any organization or do you adhere to any belief(s) that in any way:

Would limit or prohibit your use of weapons or firearms? ☐ Yes ☐ No
Would restrict or prohibit you from working on particular days or particular hours? ☐ Yes ☐ No
Would restrict you from conforming to and maintaining agency grooming standards? ☐ Yes ☐ No



MPOETC CERTIFICATION

Current Status of MPOETC Certification? Have you completed Act 120 Training ☐ Yes ☐ No

If "yes", please give date completed, name and address of academy, certification number, and current status (valid, inactive, lapsed, suspended, revoked, etc.):

Has MPOETC Commission (or other similar authority) ever taken disciplinary action against your certification?
☐ Yes ☐ No

If "yes", please provide dates and explanation for each situation:

EDUCATION

Please indicate appropriate high school degree: ☐ Diploma ☐ GED

Have you ever been expelled from any high school, college, university, or any formal educational institution beyond high school? ☐ Yes ☐ No

If "yes", please explain, including school(s) and date(s):

MILITARY AND SELECTIVE SERVICE

All male citizens born after December 31, 1959, must provide the following information concerning their registration:

Selective Service No. _____ Date of Registration _____

If you have not registered, explain why: _____

Have you ever been denied entrance to any of the armed forces? ☐ Yes ☐ No

Do you possess anything other than an Honorable Discharge from any armed forces? ☐ Yes ☐ No

If "yes" to either question, please explain:



List all periods of full or part-time U.S. military service performed: (Submit your original long-form DD214)

From Mo/Yr	To Mo/Yr	Active/ Reserve	Branch	Rank	Service Serial #	Type of Discharge/ Separation or current status.

Are you currently participating in any U.S. Military Reserve or National Guard Program? ☐ Yes ☐ No

If "yes", please indicate branch and organization name and your current status:

PREVIOUS APPLICANTS

Have you ever previously applied to the Williamsport Bureau of Police? ☐ Yes ☐ No

If "yes", please indicate the date(s) you applied and the outcome of your application:

DRIVERS LICENSE HISTORY

Do you possess a valid Pennsylvania driver's license? ☐ Yes ☐ No If "yes", list:

License #: _____ Class: _____ Expiration: _____

Please list other states where you have been licensed to operate a motor vehicle:

State/DL Number	Name under which license was issued

Have you ever been refused a driver's license by any state? ☐ Yes ☐ No

If "yes", please explain when, where, and why:

Has your driver's license ever been suspended, revoked, canceled, or denied? ☐ Yes ☐ No

If "yes", provide when, where, and explanations for each situation:



AFFIDAVIT:

I certify that the answers given by me to the questions and statements in this application are true and correct without consequential omissions of any kind.

I authorize the companies, schools, or persons named above to give any information regarding my employment, character, and qualifications.

I authorize the members of the Williamsport Bureau of Police to conduct a thorough background investigation pertaining to my suitability for employment which may include a criminal history or other checks.

I hereby release said companies, schools, or persons from all liability for any damage for issuing this information. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed could be cause for termination and this employer shall not be liable in any respect for such action or termination.

I understand that any false statement in this document or willful misrepresentation will result in disqualification from the application process. If the misrepresentation is discovered after hiring, I may be subject to an inquiry and appropriate administrative or disciplinary actions, up to and including termination.

As an applicant for employment, I understand that, if hired, I may be required to comply with the Employee Drug and Alcohol Policy.

Additionally, I agree to submit to any physical exam, pre-employment drug screening test, a polygraph test, and other tests as required by the Williamsport Bureau of Police.

Applicant Signature _____ Date _____

Notary Public _____ Date _____



MEMORANDUM OF UNDERSTANDING

I understand that I am applying for the position of Police Officer with the Williamsport Bureau of Police.

I understand that there are certain requirements I must meet before I can be accepted into this position. I understand that I must participate in and cooperate with all aspects of the hiring process as conducted by the Williamsport Bureau of Police and/or WBP Civil Service Commission.

I understand that I must cooperate and submit to an extensive background investigation, which consists of the following areas of concern at a minimum:

- Review of my completed Personal History Statement
- Thorough criminal background check
- Thorough examination of prior employment
- Examination of my driving record
- Examination of my personal credit/financial report

I understand that as part of this process I may be asked to participate in an Oral Interview Board, which will evaluate my potential suitability for employment. This, in turn, may be followed by my completion of any or all of the following tests:

- Drug screening test
- Standard medical examination
- Physical agility tests
- Hearing test
- Psychological evaluation

The aforementioned tests will be administered in a manner selected by the Williamsport Bureau of Police. I understand that the results of the tests are the property of the Williamsport Bureau of Police and that I will not receive copies of the reports nor any information contained in them, except as it may relate to a serious condition discovered by the examining physician.

A final decision as to my suitability for employment will be made by the Williamsport Bureau of Police Administration and/or Williamsport Bureau of Police Civil Service Commission after all tests, in light of the requirements of the job, along with the previous information have been reviewed.

I agree to assist in the expedient conclusion of these reviews, tests, and examinations. I understand that successful completion of this process does not guarantee employment, only that I may be considered for a position(s) as they become available, pursuant to established rules and regulations of the agency and the Civil Service Commission.

I have read and understand the content and purpose of this Memorandum of Understanding.

I agree to abide by these requirements as a condition of employment with the agencies participating in the Williamsport Bureau of Police examination.

Signature of Applicant _____ Date _____



PHYSICAL FITNESS TEST – PHYSICIAN FORM

(To be completed and signed by the personal physician of the applicant.)

Listed below are the requirements as established by the Municipal Police Officers' Education and Training Commission (MPOETC) for the physical fitness test, which are part of the application process.

Will the applicant be able to take part in the following requirements? YES or NO (circle)

YES NO (CHECK THE FOLLOWING)

- | | | | |
|---------------|---------------|----|---|
| <u> </u> | <u> </u> | #1 | 300 Meter Run. This test is a measurement of aerobic power. This sprint simulates the police officer's job in quick/fast pursuits, use of force incidents that are under 2 minutes, and all types of lifting and carrying. Score is based on age, gender and time. |
| <u> </u> | <u> </u> | #2 | 1 Minute Push-ups. This test is a measurement of upper body muscular endurance, forcing a muscle group (primary: pectorals, deltoids and triceps) to exert force over a short period of time. This simulates a police officer's job in a use of force incident and in pushing/lifting something or someone. Score is based on age, gender, and number of repetitions. |
| <u> </u> | <u> </u> | #3 | 1 Minute Sit-ups. This test is a measurement of abdominal muscular endurance and of the core body region. Muscular endurance of the core body is needed in use of force incidents, lifting/carrying, and dragging/pulling something or someone. the applicant will be required to perform as many sit-ups as possible in 1 minute. Score is based on age, gender, and number of repetitions. |
| <u> </u> | <u> </u> | #4 | 1-1/2 Mile Run. This test is a measurement of aerobic power (cardiovascular endurance) and simulates a police officer's job in sustained pursuits and a use of force incident that is greater than 2 minutes. The applicant will be required to run non-stop for one and one-half miles. Score is based on age, gender and time. |

Does the applicant have any pre-existing medical condition requiring continued or long-term medical treatment, or follow-up? YES NO

If yes, please explain:

Are you aware of any medical condition that the applicant may have that could be aggravated by the above listed requirements? YES NO

If yes, please explain:

Please list all currently prescribed medications:

DATE OF EXAM: _____

PHYSICIAN (SIGNATURE): _____

PHYSICIAN (PRINTED): _____

PRACTICE AND ADDRESS: _____

PRACTICE PHONE NO: _____



PHYSICAL FITNESS TEST – REQUIREMENTS

	Male Standards		Female Standards	
AGE	20-29	30-37	20-29	30-37
1 Minute Sit-up (Reps)	35	32	30	22
300 Meter Run (Time)	62.1	63	75	82
1 Minute Push-up (Reps)	26	20	13	9
1.5 Mile Run (Time)	13:16	13:46	15:52	16:38

Testing Order:

TEST #1: 1 Minute Sit Ups
TEST #2: 300 Meter Run
TEST #3: 1 Minute Push-up
TEST #4: 1.5 Mile Timed Run

This is a cumulative test. There is no “averaging” of scores.

Each event is pass/fail; thus, if one event is failed, then entire testing procedure is failed.