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**NEW CASTLE CITY POLICE DEPARTMENT**  
**303 East North Street**  
**New Castle, PA 16101-3687**

**Civil Service Examination**  
**Police Officer**

The New Castle City Police Department is hiring. Act 120 is NOT NEEDED to apply. If offered employment, we will put you through the Police Academy.

Applications are being accepted for the position of Police Officer with the City of New Castle, PA. An application form and details of the selection process may be obtained at the New Castle City Police Department located at 303 East North Street, New Castle, PA, between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday. Applications are also available at [www.newcastlepd.com](http://www.newcastlepd.com).

At the time of application, no applicant for any position in the Police Department shall be less than twenty-one (21) years of age. Each applicant shall have graduated from an accredited high school or have an equivalent education acceptable to the Board. Each applicant shall be medically fit for the performance of the duties of a Police Officer, of good moral character, and licensed to operate a motor vehicle in the Commonwealth of Pennsylvania. Additional details regarding these application requirements are set forth below.

Completed applications must be filed with the Personnel Board at the New Castle Police Department no later than 3:00 p.m., Friday, September 11, 2026. The written and physical agility examinations will be conducted on Saturday, September 19, 2026, at 9:00 a.m. at the New Castle Police Department.

Applications should be returned to:  
New Castle City Police Department  
303 East North Street  
New Castle, PA 16101

There is no application fee.

THE CITY OF NEW CASTLE, PENNSYLVANIA  
IS AN EQUAL OPPORTUNITY EMPLOYER



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**NEW CASTLE CITY POLICE DEPARTMENT**  
**303 East North Street**  
**New Castle, PA 16101-3687**

**Civil Service Examination**  
**Police Officer Applications**

**Application Form** - No person shall be admitted to an examination for a position in the Police Department of the City of New Castle, Pennsylvania, until after having filed, on the official form prescribed by the Personnel Board, a sworn application giving such information as the Board may require.

**Availability** - Application forms shall be available to all interested persons at the New Castle City Police Department located at 303 East North Street, New Castle, Pennsylvania.

**Age Qualifications** - At the time of application, no applicant for any position in the Police Department shall be less than twenty-one (21) years of age.

**Act 120 Qualifications** - Act 120 is NOT NEEDED to apply. If offered employment, we will put you through the Police Academy.

**General Qualifications - All Applicants** - Each applicant shall be a United States citizen and have graduated from an accredited high school or a graduate equivalency diploma (GED) Each applicant shall be medically fit for the performance of the essential duties of a Police Officer, free from convictions of qualifying criminal offenses, and licensed to operate a motor vehicle in the Commonwealth of Pennsylvania.

**Examination** - The examination for the position of Police Officer shall consist of the following parts:

1. Physical Agility Test
2. Written Exam
3. Oral Examination
4. Background Investigation
5. Drug Screen
6. Post-offer Separation Records Request (pursuant to 44 Pa. C.S. § 7301 *et seq.*)
7. Post-Offer Medical Examination

**Physical and Psychological Examinations** – Candidates who satisfy the general qualifications, as stated above, and who satisfactorily complete the written, physical, and oral examinations, as well as the background check and drug screen, will receive a conditional offer of employment with the City of New Castle. Following receipt of such conditional offer, in addition to a post-offer Separation Records request from the MPOETC being made by the City, the relevant applicants will be notified of the time, date, and place of his or her physical and psychological examinations, as well as the name of the physical and psychological examiners responsible for conducting such examinations.



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**NEW CASTLE CITY POLICE DEPARTMENT**  
**303 East North Street**  
**New Castle, PA 16101-3687**

Civil Service Examination  
Police Officer

1. Written examination will be given on Saturday, September 19, 2026, at 9:00 a.m. at the New Castle City Police Department.
2. The physical agility test will be given immediately after the written examination. Applicants must submit a completed, signed, and notarized personal injury waiver in order to take the physical agility test.
3. Applicants will be notified of passing scores and time and place of oral interview.
4. The written examination will be conducted by an independent administrator. Grading of exam is done by the administrator.
5. The physical agility exam will be administered by the New Castle Police Department.
6. Civil service list will be furnished and become official before the end of 2026.
7. All applications must be returned to the New Castle City Police Department no later than 3:00 p.m. on Friday, September 11, 2026.
8. There will be no fee for the examinations.
9. These following tasks must be completed by 3:00 p.m., Friday, September 11, 2026, in order to participate in the examination and application process:
  - a. Application filed
  - b. Waiver of personal injury (Must be signed in front of a Notary)



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**NEW CASTLE CITY POLICE DEPARTMENT**  
**303 East North Street**  
**New Castle, PA 16101-3687**

**Physical Agility Test**  
**Police Officer**

The Municipal Police Education and Training Commission sets forth the following physical fitness examination for all municipal police applicants across the Commonwealth of Pennsylvania. The examination consists of four exercises: sit-ups, a 300 meter run, push-ups, and dragging an approx. 165 lb. dummy ten (10) yards. Applicants will be given a minimum of five (5) minutes of rest between each exercise. In order to successfully complete this examination, applicants must pass with a score at the 30th percentile in each event based on his or her age and gender at the time the examination is administered. Those applicants who fail to successfully complete all exercises, i.e., scoring at least at the 30th percentile for each exercise, will be eliminated from the application process.

**MALE TESTING STANDARDS**

Event	Age 18-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Sit Ups (1 min reps)	35	32	27	21	17
300m run (time-sec)	62.1	63	77	87	87
Push Ups (1 min reps)	26	20	15	10	8

**FEMALE TESTING STANDARDS**

Event	Age 18-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Sit Ups (1 min reps)	30	22	17	12	4
300m run (time-sec)	75	82	106.7	106.7	106.7
Push Ups (1 min reps)	13	9	7	7	7

\* All applicants are required to drag an approx. 165 lb. dummy ten (10) yards.

Applicants who have not released the City of New Castle, PA from liability for possible injury resulting from participation in the physical agility test by completing the personal injury waiver will not be permitted to take the test.

The New Castle Police Department or its designee will administer this test and be the final judges as to satisfactory completion of the tests.

**CITY OF NEW CASTLE  
LAWRENCE COUNTY, PENNSYLVANIA**

**Physical Agility Test**

**PERSONAL INJURY WAIVER**

Applicant's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I hereby release the City of New Castle, PA, and any of its authorized representatives from any liability or damage from performing the physical agility test.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Address

**AFFIDAVIT**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Before me, personally appeared the said \_\_\_\_\_  
who says that he executed the above instrument of his own free will and accord, with the full knowledge  
of the purpose therefore.

Sworn and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

**Police Officer Application  
New Castle City Police Department**

**General Instructions:**

This application consists of several sections: a questionnaire; a Notification Procedure Release; a Verification; a General waiver; and a description of essential job functions. Every one of these sections must be completed in order for the New Castle City Police Department to accept the application as complete. Print (do not type) an answer to every question. If a particular question does not apply to you, so state with N/A. If the space available is insufficient, use reverse side and precede with the number of the referenced block. **Do not misstate or omit any material fact since the statements made herein are subject to verification to determine your qualification for employment.**

**Questionnaire**

1. \_\_\_\_\_  
Last Name
First Name
Middle Name
2. \_\_\_\_\_  
Are you at least 21 years of age?
3. \_\_\_\_\_  
Alias(es), Nickname(s), Maiden Name, Other Changes in Name
4. \_\_\_\_\_  
Social Security Number
5. \_\_\_\_\_  
Telephone Number
6. \_\_\_\_\_  
Present Residence Address, Street/City/State/Zip
- \_\_\_\_\_
- Email address
7. Are you a citizen of the United States? YES / NO
8. **Residences:** List all for past ten (10) years beginning with current:

Month & Year From	To	Address	With whom did you live and where are they now?

**9. Family:**

List information pertaining to your family members in the following order: parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, step-brothers and step-sisters. Include any other with whom you have resided or with whom a close relationship existed or exists.

Relationship	Name	Address (if living)
<i>Parent/Guardian(s)</i>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**10. Vehicle Operator’s License**

Give the following information concerning any vehicle operator’s license you have held or now hold:

Type of License	Number	Issuing Authority	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had a license suspended or revoked?

\_\_\_\_\_

**11. Conviction of Crime**

Have you ever been convicted of or pleaded guilty or no contest to a misdemeanor, felony or greater criminal violation?

Yes  No

If yes, state violation, court of jurisdiction, and date of conviction.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. Financial Status**

Do you have any income from any source other than your principal occupation?  Yes  No

If yes, how much? \_\_\_\_\_ How often? \_\_\_\_\_

The source(s): \_\_\_\_\_

Do you have or have you had any financial accounts (savings, checking, loans, stocks, bonds, etc.)?  
 List all accounts during the past seven (7) years.

Name and Address of Financial Institution	Type of Account
_____	_____
_____	_____
_____	_____

**13. Subversive Organizations**

- Yes     No    Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?
  
- Yes     No    Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee?
  
- Yes     No    Are you now associating with, or have you associated with, any individual including relatives who you know or have reason to believe are or have been members of any of the organizations identified above?
  
- Yes     No    Have you ever been engaged in any of the following activities or any organization of the type described above: Distribution(s) to, attendance at, or participating in any organizational, social, or other activities of said organization or of any projects sponsored by them; the sale, gift, or distribution of any written, printed or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held, also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

**14. Education**

- A. Applicants must possess either a high school diploma or graduate equivalency degree (GED). Please attach a copy of the requisite document hereto.

B. **Higher Education.** List all colleges or universities attended, if any. Attach transcript from last institution.

Name	City	Zip	Dates Attended		Credit Hours	Degree
			From	To	Semester/Quarter	Rec'd/Year
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

C. Other schools or training (trade, vocational, military). Provide the name and location of each school, dates attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**15. Special Qualifications and Skills**

A. Discuss the possession of any specialty licenses such as pilot, radio operator, etc. For any applicable specialty licenses, provide information regarding the licensing authority, where the license was first issued and the date on which the current license expires.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Specialty skills you possess and machines or equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

\_\_\_\_\_

\_\_\_\_\_

C. Approximate number of words per minute: Keyboard or typing \_\_\_\_\_ Shorthand \_\_\_\_\_

**16. Foreign Language**

Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**17. Foreign Travel**

Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

Dates	Country	Purpose of Travel
_____	_____	_____
_____	_____	_____
_____	_____	_____

**18. Employment**

Begin with your most recent job and list your work history for the past five (5) years, including part-time, temporary or seasonal employment, and all periods of employment.

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

Date		Name & Address of Employer
To	From	
Salary		Job Title
Description of Duties		
Why did you leave?		
Name of Supervisor:		
Name of Co-Worker:		

*If additional employer blocks are needed, please attach requested information on separate sheet.*

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)?       Yes       No

If yes, state which employer(s) and reason(s):

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Have you ever resigned after being informed your employer intended to discharge you for any reason?

Yes     No

If yes, explain why and provide the names and addresses of all relevant employers along with the approximate date of and reasons for such resignations.

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## 19. Military Status

Have you ever served in the U.S. Armed Forces?

Yes     No

Do you claim veterans preference?

Yes     No

If yes, attach a copy of discharge papers, separation documents, or statement of service such as a DD214, DD215, or NGB-22 form.

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense?  
If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident.

Use and attach a separate sheet to record this information.

Yes     No

B. Are you presently a member of a U.S. Reserve or State Guard Organization?

Yes     No

If yes, complete the following:

Grade and Service No.: \_\_\_\_\_

Service and Component: \_\_\_\_\_

Organization and Station or Unit and address: \_\_\_\_\_

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Status: \_\_\_\_\_

Indicate reserve obligation, if any: \_\_\_\_\_

## 20. Selective Service

Last Classification: \_\_\_\_\_

Selective Service No.: \_\_\_\_\_

Date: \_\_\_\_\_ Local Board: \_\_\_\_\_

Address: \_\_\_\_\_

**21. Character References**

List only character references who have definite knowledge of your qualifications for the position of application. List five (5) character references. (Do not list relatives, former employers, or persons living outside the United States.)

<b>Name</b>	<b>Address</b>	<b>Home Phone</b>	<b>Work Phone</b>	<b>Years Known</b>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

**22.** Have you ever applied for a position with any other governmental agencies?  Yes  No

If yes, give details.

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**23. Remarks**

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Verification

The information I have provided in the foregoing Application is true and correct to the best of my knowledge, belief and understanding. I understand that any false statement(s) contained therein will be subject to the penalties prescribed by 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.

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Signature

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Date

# Notification Procedure Release

In the processing procedure required for applications, it may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with the New Castle City Police Department.

Pursuant to Section 162.04(b) of the City of New Castle's Civil Service Rules and Regulations, every notice related to the application process shall be mailed or otherwise delivered with at least seven (7) days' notice. The City may also communicate with you via email. If conventional methods fail in attempting to contact the applicant, a letter will be mailed to the applicant's address listed on the application. If the mailed letter is not returned, it shall be deemed to have been delivered pursuant to the "Mailbox Rule."

It is the applicant's responsibility to notify the New Castle City Police Department, in writing, of any relevant mailing or email address change. By affixing your signature to this form, the applicant acknowledges that you have read and understood the contents of this procedure.

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Signature

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Date

# Waiver and Release for Background Investigation

I, \_\_\_\_\_, am presently applying for employment as a police officer with New Castle City Police Department, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to New Castle Police Department.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of New Castle City Police Department. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of New Castle City Police Department, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the New Castle City Police Department to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting New Castle City Police Department to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by New Castle City Police Department in determining my suitability for employment as a police officer. It is my specific intent to provide New Castle City Police Department with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, their elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to

me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of New Castle City Police Department, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the New Castle City Police Department the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a New Castle City Police Department employee. I release and hold harmless New Castle City Police Department, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by New Castle City Police Department in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the New Castle City Police Department may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to which this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expense, including reasonable attorney's fees, arising out of or by reason of complying with this request.

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Signature

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Date

# Police Officer Job Duties

## GENERAL STATEMENT OF DUTIES:

Under regular and close supervision, provides basic law enforcement services to the community within the mission, goals and objectives of an employing law enforcement agency and in compliance with governing federal, state and local laws.

## ESSENTIAL FUNCTIONS AND TASKS:

**Essential Function** — Respond to and Conduct Initial Investigations of Various Crimes and Events.

### Essential Tasks:

- Secure crime scene, i.e. establish security perimeter.
- Protect and preserve evidence.
- Tag confiscated properties.
- Review facts of case to determine whether case is criminal or civil matter.
- Exercise discretion (choice) in selecting appropriate police action.
- Interview complainants, witnesses, etc.
- Interrogate/Interview suspects.
- Listen closely to interviewee, suspect, etc. to ensure full understanding of person's words.
- Review records and pictures to identify suspects.
- Control spectator/media access at scene of police incident.
- Describe persons to other officers (e.g., suspects, missing person).
- Direct actions of law enforcement or public service personnel arriving to assist.
- Recognize and define elements of individual criminal charges.
- Withstand person abuse as a police officer, including taunts, insults, threats to one's self, family, friends, or fellow police officers.

**Essential Function** — Protect Crime Scene and collect Evidence and Information.

### Essential Tasks:

- Examine evidence from crime scene to determine relevance.
- Collect evidence and property from crime scene.
- Package (bag and tag) evidence.
- Analyze crime scene to determine need for specialist processing.
- Fill out forms to document chain of custody of evidence.
- Locate witnesses to a crime.
- Fill out seized property inventory.
- Initial/Mark/Label evidence.
- Initial/Mark/Label recovered property.

**Essential Function** — Arrest and Detain Persons.

### Essential Tasks:

- Advise persons of constitutional (Miranda) rights.
- Apprehend and place juvenile offenders in custody.
- Conduct field or scene one-on-one "field identification" with victim or witness to identify a suspect.
- Book persons in custody by completing arrest and related forms.

Examine physical condition/appearance of prisoners and/or persons in custody to assess need for medical attention.  
Execute arrest warrants.  
Escort (walk) persons in custody to various destinations, e.g. medical facility, court, etc.  
Arrest persons with a warrant.  
Arrest persons without a warrant.  
Handcuff suspects or prisoners.  
Guard arrested persons outside of detention facility.  
Conduct field interview of suspicious person.  
Recognize signs of suicide risk in prisoner/arrested person.  
Plan and organize service of Arrest Warrant.  
Obtain arrest warrant and/or make proper return.  
Use force as necessary and appropriate in apprehension of criminal suspects.

### **Essential Function — Conduct Search and Seizure.**

#### Essential Tasks:

Conduct full search of arrested persons.  
Conduct frisk or pat down.  
Search automobile under independent probable cause.  
Search automobile incident to arrest.  
Seize contraband, weapons and stolen property from suspects.  
Recognize hidden stealth weapons.  
Detain and search person at gunpoint.  
Request verification of warrants before execution.

### **Essential Function — Provide Emergency Services and Assistance.**

#### Essential Tasks:

Observe persons in custody to determine whether they are intoxicated or in medical distress, mentally ill, special needs (intellectual disability or autism), etc.  
Take mentally impaired persons into custody for their own protection or that of others (Mental Health Act — 302 Commitments).  
Contact Mental Health resource (program, facility, etc.) to obtain help for disturbed person.  
Communicate effectively with persons suffering from mental illness, trauma, or other related conditions.  
Administer cardio-pulmonary resuscitation (CPR).  
Administer mouth-to-mouth resuscitation.  
Apply basic first aid to treat for gunshot wounds.  
Apply basic first aid to control bleeding.  
Apply basic first aid to treat for amputations.  
Apply basic first aid to unresponsive/unconscious person.  
Apply basic first aid to treat for heart attack.  
Apply basic first aid to treat for stabbing or puncture wounds.  
Apply basic aid for choking, e.g. Heimlich Maneuver.  
Help evacuate areas endangered by explosive or toxic gases, liquids, or other spilled materials.  
Help evacuate buildings and surrounding areas in response to threat of explosion, e.g. bomb, natural gas.  
Use protective gear to prevent contact with infectious diseases, blood-borne pathogens, etc.  
Put on and take off emergency protective gear; e.g. breathing apparatus, gown, gloves, etc.  
Observe individual to recognize signs of mental illness.  
Take control of publicly intoxicated/disruptive person.  
Place barricades on roadway to protect or secure area, vehicle, etc.  
Talk with persons attempting to commit suicide to get them to delay or stop their attempt.  
Transport mental patients.

Enforce restraining/protective order under Protection from Abuse Law.  
Respond to and control scene involving barricaded subject.  
Withstand frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes, suicide, or other related events.

### **Essential Function — Respond to and Conduct Investigation of Motor Vehicle Accidents.**

#### Essential Tasks:

Inspect vehicle involved in accident to assess damage, cause, etc.  
Search for and collect physical evidence at motor vehicle accident scene.  
Investigate motor vehicle accident to determine causes or factors contributing to an accident.  
Collect facts of motor vehicle accident to determine charges.  
Determine whether accident is reportable or non-reportable.  
Hand sketch diagram of motor vehicle accident.  
Identify and interview owners and others involved in motor vehicle accident.  
Locate and interview witnesses to motor vehicle accidents.  
Protect physical evidence at motor vehicle accident scene to ensure collection.  
Issue citation for violation in a motor vehicle accident.  
Determine point or area(s) of impact or point or areas(s) of motor vehicle accident.  
Direct traffic scene of accident investigation.  
Follow agency procedures or state statutes to impound and inventory vehicles.  
Assess need for and organize emergency assistance for motor vehicle accident (e.g., wrecker, ambulance, sand truck).  
Determine accurate geographical direction(s) of vehicles/vessels involved in traffic accident.

### **Essential Function — Enforce DUI and Other Commonwealth Motor Vehicle Laws.**

#### Essential Tasks:

Review/consider facts of case and State Motor Vehicle code to select most appropriate charge and/or enforcement action.  
Fill out forms to obtain blood sample from DUI suspect.  
Explain local traffic ordinance to violator.  
Administer field sobriety test, e.g. PBT, Standardized Field Sobriety Test, Gaze NYSTAGAMUS, etc.  
Arrest DUI suspects.  
Observe operator's eyes, body movements, actions, etc. to evaluate his capability to operate vehicle.  
Complete DUI arrest reports.

### **Essential Function — Operate Emergency Vehicle.**

#### Essential Tasks:

Engage in high-speed pursuit operating in congested area.  
Engage in high-speed response operating in congested area.  
Engage in high-speed pursuit operating on open road.  
Engage in high-speed response operating on open road.  
Operate patrol vehicle in driving rain.  
Operate patrol vehicle on dirt/gravel covered road.  
Operate patrol vehicle on ice/snow covered road.  
Operate patrol vehicle at night.  
Operate patrol vehicle for prolonged periods of time.  
Read violator vehicle license plate registration while operating police vehicle.  
Operate appropriate vehicle to transport prisoners.

## **Essential Function — Execute Motor Vehicle Stop and Investigate Occupants.**

### Essential Tasks:

- Execute felony motor vehicle stop.
- Investigate suspicious vehicle.
- Activate emergency equipment and direct violator vehicle out of moving traffic to execute traffic stop.
- Look for and identify suspect vehicle by color and description.
- Execute stop of motor vehicle and approach and talk to operator and passengers.
- Watch occupants of stopped vehicles to identify unusual or suspicious actions.
- Stop vehicles to investigate, warn or arrest occupants.

## **Essential Function — Use Physical Force and Exertion to Perform Duties.**

### Essential Tasks:

- Break up fights between two or more persons.
- Carry by yourself an immobile child.
- Carry by yourself an immobile adult.
- Carry with someone else an immobile child on a stretcher or other device.
- Carry with someone else an immobile adult on a stretcher or other device.
- Drag by yourself an immobile child.
- Drag by yourself an immobile adult.
- Drag with someone else an immobile child.
- Drag with someone else an immobile adult.
- Crawl under an obstruction.
- Jump down from a height.
- Climb over a fence or other obstacle.
- Climb through a window or other such opening.
- Push a motor vehicle out of a lane of traffic by yourself.
- Push a motor vehicle out of a lane of traffic with another person.
- Jump across ditch or other such obstacle.
- Lift while in a stationary position a heavy object or person.
- Pull person out of a vehicle through window or open door to effect rescue.
- Sprint at full speed (less than 300 yards).
- Run at moderate speed for several hundred yards.
- Run up stairs.
- Run down stairs.
- Use holds or devices to control or take suspect down.
- Tackle a fleeing suspect.
- Subdue physically attacking person.
- Use weaponless defense tactics.
- Subdue person resisting arrest.
- Stand for more than half of work shift.
- Walk for more than half of work shift.
- Use body pressure points to control person.
- Bend over/kneel to search under vehicle.
- Grip person tightly to prevent escape/control movement.
- Disarm violent armed suspect.
- Pull person out of vehicle who is resisting arrest.
- Climb stairs in multiple story buildings.
- Strike person with side-handled baton.
- Strike person with straight baton.
- Use hammer lock to hold person.
- Use submission holds to control person.

Twist at waist to direct traffic.  
Hold person upright to prevent their falling, e.g. drunk.  
Support person while walking to prevent their falling.  
Bend/kneel to apply shackles, cuffs, etc.  
Use chemical/OC spray to control person(s).

### **Essential Function — Develop and Maintain Positive Community and Interpersonal Relations.**

#### Essential Tasks:

Talk with people on beat, patrol area, district, etc. to establish positive relationship. Talk with families of juvenile suspects or defendant to advise, notify, counsel, etc. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc. Maintain courteous relationship with citizens to foster positive relationship.  
Behave in a positive and fair manner to develop and maintain trust relationship with citizenry.

### **Essential Function — Write and Read Reports and Other Work Related Documents and Materials.**

#### Essential Tasks:

Prepare arrest-related paperwork, e.g. Criminal Complaints and Affidavits, Offense and Incident Report, DACU Fact Summary, Custody Form, Officer's Statement, etc.  
Describe in written form the location of physical evidence at scene.  
Summarize in writing the statements of witnesses and complainants.  
Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental follow-up reports).  
Write field notes to record actions, interviews, etc.  
Prepare clear and concise written reports to record injuries to prisoners or persons in custody.  
Review facts of case to identify elements and ensure proper charges.  
Read court and legal papers to determine meaning and proper law enforcement response, e.g. protection from abuse, restraining orders, etc.  
Read and comprehend Pennsylvania Crime Code.  
Read and comprehend Pennsylvania Vehicle Code.  
Read and comprehend departmental bulletins.  
Read and comprehend training manuals, e.g. handouts.  
Read and comprehend department rules and regulations, policies and procedures, and operations manuals.  
Read and comprehend textbooks on policing or legal matters.  
Read and comprehend Pennsylvania Rules of Criminal Procedure.  
Read and comprehend technical and Owner's Manuals for Assigned Equipment.  
Read and comprehend Red Cross First Aid Manual.  
Read and comprehend CPR Manual.  
Read and comprehend legal documents, e.g. orders, pleadings, etc.  
Read and comprehend judicial case law.  
Read and comprehend witness's affidavits, sworn statements and testimony.  
Read and comprehend road signs, controls and markings.  
Read/Review warrants and affidavits to ensure completeness and accuracy.  
Read, comprehend and maintain copy of Department Policy and Procedure and apply same to law enforcement practices.

### **Essential Function — Present Evidence and Testimony.**

#### Essential Tasks:

Confer with prosecutor prior to testimony regarding case.  
Present evidence and testimony in legal and administrative proceedings, e.g. Preliminary Hearing Trial, Grand Jury, etc.

Read/Review case reports and notes to prepare court testimony.

### **Essential Function — Intervene in and Control Human Conflicts.**

#### Essential Tasks:

- Use voice and words to calm a situation, send message, etc.
- Speak plainly/clearly to encourage understanding.
- Maintain control of one-self as many people speak to you simultaneously.
- Communicate with people from diverse backgrounds to instruct, explain, obtain information, etc.
- Use body language to project control and influence situation.
- Observe person's body language to assess attitude, intentions, etc.
- Use voice commands to project control and direct action.
- Restrain unruly or violent individuals; remove from public areas and effect arrest if necessary.
- Control hostile groups (e.g. demonstrators, rioters or bar patrons, social gatherings).
- Speak confidently to project control, self assurance, etc.
- Maintain personal calm to prevent making situation worse.
- Offer alternatives to resolve conflict between disputants.
- Speak to hostile groups to quiet them.

### **Essential Function — Use Deadly Force.**

#### Essential Tasks:

- Discharge firearm at person (not including training).
- Discharge firearm in low light conditions, e.g. at night, in darkened room, etc. (not including training).
- Discharge firearm from protective cover position (not including training).
- Draw weapon to protect self or third party.
- Clear malfunction of various firearms (not including training).
- Reload firearms under combat conditions (not including training).
- Fire weapon in dark environment while using flashlight (not including training).
- Participate in firearms training.
- Clean and inspect weapon.
- Participate in firearm training to satisfy qualification standards.
- Discharge shoulder weapons, e.g. rifle, shotgun, etc. (not including training).

### **Essential Function — Perform General Patrol Duties.**

#### Essential Tasks:

- Consider ethical standards while performing law enforcement duties.
- Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.
- Perform law enforcement duties in all weather and temperatures, and at times for prolonged period of time, Up to twelve (12) hours.
- Patrol locations which are potentially physically hazardous (e.g., construction site, attractive nuisance)
- Issue citations for non-traffic offenses (e.g., local ordinances and state laws).
- Use police radio equipment to communicate
- Search for person in darkened building or environment.
- Use flare patterns to safeguard scene.
- Use flashlight, illuminated baton or hand signals to direct traffic.
- Observe moving vehicles to identify possible criminal activity, e.g. drug interdiction.
- Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.
- Use hand signals to direct pedestrian and vehicular traffic.
- Inspect patrol vehicle for weapons and contraband (e.g., before and after prisoner transport, shift change, etc.).

Monitor department radio communications to stay aware of police activity.  
Deliver emergency messages (e.g., injuries, death).  
Transport juveniles to home or detention facility as appropriate.  
Pick up and process mental patients.  
Remove, pursuant to court order, persons on premises illegally.  
Hold flashlight while performing various law enforcement duties.  
Prepare clear and concise written reports regarding any activity required to be recorded in such manner.

**DEGREES OF MAJOR PHYSICAL EXERTION REQUIRED OF PATROL OFFICERS IN THE COMMONWEALTH OF PENNSYLVANIA.**

Walk continuously for 5 hours.  
Stand or sit continuously for prolonged periods of time.  
Chase a fleeing suspect 400 feet.  
Run up 3 flights of stairs.  
Jump down from a height of 5 feet.  
Climb or pull oneself over a 6 foot barrier.  
Push a 2 ton vehicle 25 feet.  
Hold a 72 inch, 170 pound person for 3 minutes to control their movements.  
Physically struggle by oneself with a 71 inch, 180 pound person for 2 minutes.  
Pull a resisting 72 inch, 200 pound person through a doorway.  
Jump over a 3 foot barrier

I have reviewed the above list of essential job functions for a New Castle City Police Department police officer and believe that:

- I can perform all duties with or without reasonable accommodations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date