

**EPHRATA POLICE DEPARTMENT
QUALIFICATIONS FOR POLICE OFFICER CANDIDATES**

General Qualifications

- Must be 21 years of age before the deadline for submitting completed applications.
- Must possess a diploma as proof of graduation from an accredited high school or have a graduate equivalent diploma.
- Must be a United States citizen.
- Must possess a valid driver's license.
- Must be physically and mentally fit to perform the full duties of a police officer. *(To be determined by a medical examination/drug screen, psychological evaluation & physical agility test)*
- Must successfully pass a written examination.
- Must successfully pass an oral interview process.
- Must successfully pass a polygraph examination.
- Must successfully pass a comprehensive background investigation.
- Must meet the minimum qualifications for police officer certification established by the Pennsylvania Municipal Police Officer Training and Education Commission.
- Must reside within a twenty five (25) mile radius of the Ephrata Borough line within three (3) months of completing their probationary period.
- Must provide truthful and non-misleading information on identity papers and must have documented proof of work eligibility.
- Must provide truthful and non-misleading information on every part of the employment application.

Employment Disqualifiers

Employment History

1. Applicant cannot have been fired OR resigned in lieu of termination for just cause within the past ten (10) years while serving in an official capacity or a position of public trust.
2. Applicant who has been disciplined for excessive absence, leave abuse, or tardiness more than two times within the last five (5) years may be found unsuitable for employment.
3. Applicant cannot have been disciplined for irresponsibility or poor job performance more than three times within the last five (5) years.
4. Applicant cannot misrepresent, in excess of six months, the amount of time spent at any job held within the past ten years on the Police Application.
5. Applicant cannot have engaged in or have been disciplined for having engaged in serious unethical or illegal activities by any previous employer. A “serious” unethical or illegal activity being defined as an act which would most likely lead to suspension for five days or more or to termination under the policies of any reasonable hiring agency.
6. Applicant cannot have been the subject of any action involving perpetration of unlawful sexual harassment.
7. Applicant cannot have been found to be at fault, through Internal Investigation by an employer or through legal means or through this Investigation, for any action recklessly and directly resulting in injury or harm to another person or co-worker without just cause.
8. Applicant cannot have obtained any position of employment by deceptive, dishonest, unethical, or illegal means.
9. Applicant cannot have repeatedly and intentionally viewed child pornography by any medium including electronic and virtual child porn involving animation.
10. Applicant cannot have been involved in any motor vehicle accident or incident during which he was under the influence of illegal drugs or alcohol within the last ten (10) years.
11. Applicant cannot have lied or been untruthful, directly or by omission, in any other application for employment completed by applicant in the past, regardless of whether said application led to eventual employment at said agency or business.

12. Applicant cannot have been disciplined for any action within the last five (5) years involving unlawful racial or sexual discrimination, regardless of whether said action was directed at a co-worker or at another person.

Military History

13. Applicant cannot have been dishonorably discharged.
14. Applicant cannot have been court-martialed and convicted for any reason consistent with a comparable civilian offense that would result in disqualification under this Standard.
15. Applicant cannot have been disqualified from re-enlistment for any reason stemming from misconduct.
16. Applicant cannot have committed an act of misconduct comparable with a civilian offense that would result in disqualification under this Standard.
17. Applicant cannot have received a non-judicial punishment such as an "Article 15" or any equivalent measure of a different name for an incident involving substance abuse more than two times within the most recent five years of active duty service.
18. Applicant cannot have received a mentally unfit discharge, or any other psychologically-related discharge of a different name or designation, which condition would create an inherent risk in the individual performing the public safety duties of a Police Officer.
19. Applicant must be legally entitled to Veteran's Preference if it was claimed by the applicant on their Police Application.
20. Applicant cannot have been the suspect in any military investigation involving brutality or abuse towards civilians, regardless of citizenship, unless said investigation cleared the applicant of any and all involvement concerning these allegations.

Financial History

21. Applicant cannot have been found in contempt of any court-ordered support or have been incarcerated for violation of any court-ordered obligation within the last three (3) years.
22. Applicant cannot be 90 days or more past due in any debt greater than \$1,500.00.
23. Applicant cannot have been evicted for just cause within the last five (5) years.

24. Applicant cannot have had wages assigned or garnished for criminal restitution purposes within the last five (5) years.
25. Applicant cannot have had a vehicle repossessed within the last five (5) years.
26. Applicant cannot have failed to fulfill any financial contract or rental/lease agreement in excess of \$5,000.00 within the last ten (10) years.
27. Applicant cannot have willfully issued a bad check within the last ten (10) years.
28. Applicant cannot owe any money whatsoever to any loan shark, bookmaker, or any other unlicensed or unauthorized individual or organization suspected of illegal gambling, racketeering, or usury activities.

Criminal/Ethical Analysis

29. Applicant cannot have lied, falsified, or omitted significant/relevant facts from the Police Application or Background Interview or taken any action to mislead investigators or the Commission.
30. Applicant can never have offered or accepted an official bribe while serving in an official capacity or position of public trust.
31. Applicant cannot have been involved in extortion or kickback activities within the last twenty (20) years.
32. Applicant cannot have been involved in acts consistent with resisting arrest OR been involved in any incident in which he/she was disciplined for excessive force within the last ten (10) years or since completion of Act 120 Certification if applicable.
33. Applicant cannot have been involved in acts that would be consistent with three or more criminal summary offenses within the last three (3) years.
34. Applicant cannot have been cited with five (5) or more summary traffic offenses within the last five (5) years.
35. Applicant cannot have been convicted of a misdemeanor involving threatening an official, disorderly conduct, assault, or child/spousal/domestic abuse.
36. Applicant cannot have been convicted of any offense assigned a grading in Pennsylvania of any misdemeanor or above, including felonies, since legal adulthood (age 18 or above), nor any felonies or violent misdemeanors as a juvenile.
37. Applicant cannot have been convicted of DUI or any comparable offense.

38. Applicant cannot have committed or been convicted of any felony within the last eight (8) years, nor can he/she have committed any felony or misdemeanor involving domestic violence or sexual crimes.
39. Applicant cannot have been involved in acts consistent with Harassment and Stalking within the last five (5) years or specifically been involved with acts consistent with the "Stalking" violations of law.
40. Applicant cannot have abused alcohol on any job to an obvious or legal degree of impairment or gone to work under the influence of same within the past ten years unless such use is required or necessary in the course of official duty (WRITTEN EXPLANATION REQUIRED BY PERTINENT EMPLOYER AND/OR SUPERVISOR).
41. Applicant cannot have refused to submit to, avoided submission to, or fraudulently altered the specimen and/or results of any drug/alcohol test implemented by law enforcement officials, an employer, or a prospective employer, within the last ten (10) years.
42. Applicant cannot have been late to work, missed work, called off sick from work, or had work performance suffer as a result of the use of alcohol more than two (2) times within the last three (3) years.
43. Applicant cannot have been late to work, missed work, called off sick from work, or had work performance suffer as a result of the use of illegal drugs within the last ten (10) years.
44. Applicant cannot have taken more than \$75.00 in money or \$75.00 in unauthorized merchandise from employers ever.
45. Applicant cannot have stolen any amount of money from employers within the last ten (10) years.
46. Applicant cannot have taken ANY merchandise or money from any employer since completion of Act 120 Certification, if applicable.
47. Applicant cannot be found to often act in an erratic manner, have a propensity for violence, or be unable to communicate effectively.
48. Applicant cannot have any active PFA or similar order outstanding against him.
49. Applicant cannot have been convicted of, committed, or conspired to commit, shoplifting or retail theft of any similar or related act within the past ten years or since completion of the Act 120 Certification.

50. Applicant cannot have been the primary cause of more than three reportable motor vehicle crashes within the last three (3) years.

Drug History

The following disqualifiers do not refer to when the applicant has possessed a legal prescription or when controlled substances were administered by a professional. All other drug use not specifically mentioned below will be reviewed on a case by case basis and may disqualify the applicant.

51. Applicant cannot have used any illegal drugs while employed in any law enforcement or prosecutorial position, or while employed in a position of public trust.
52. Applicant cannot have misrepresented his/her drug history.
53. Applicant cannot demonstrate a pattern of misuse or unhealthy dependency upon any illegal drug, controlled substance, alcohol or other intoxicating substances.
54. Applicant cannot have used Heroin, Fentanyl, Morphine, Methamphetamine, or Hallucinogens (LSD, PCP, etc.) ever.
55. Applicant who has used Cocaine within the last five (5) years **may be found unsuitable** for employment. Applicant cannot have used cocaine more than two (2) times ever.
56. Applicant cannot have used Inhalants (Solvents, Glue, Paint, Aerosols, Amyl Nitrates, etc.) within the last five (5) years, and have used Inhalants more than two (2) times ever.
57. Applicant cannot have used any illegal drug or controlled substance intravenously.
58. Applicant cannot have cultivated, sold, manufactured or distributed any illegal drug, excluding marijuana, within the last three (3) years.
59. Applicant cannot have used marijuana more than fifteen (15) times ever (regardless of whether it was legal within that jurisdiction or medical marijuana).
60. Applicant who has used any illegal drug (including anabolic steroids), excluding marijuana, within the last five (5) years **may be found unsuitable** for employment.
61. Applicant who has used marijuana within the last three (3) years **may be found unsuitable** for employment.