



Somerset Borough Police Part-time Officer Application Process

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. When a vacancy exists, the command staff of the Somerset Borough Police Department will review the applications on file and select 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. Those candidates who achieve a passing score of 70% on the written examination will then be afforded an oral examination. The written examination phase is expected to take less than two hours.

Oral Examination

The oral examination is afforded to those candidates who have successfully completed the written examination. The oral examination is administered by the Mayor, the command staff of the Somerset Borough Police and any other persons of the Borough's choosing. Upon arrival, the candidate will be provided with a packet containing the oral examination questions and blank pages on which the candidate may prepare notes for the oral examination; the time allotted for this preparation time is 30 minutes. These items will remain with the examiners at the conclusion of the oral examination although the candidate will be allowed to consult his/her notes during the oral examination. The actual examination is a timed, 20 minute process.

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. The examination meets the Municipal Police Officer Education and Training Commission (MPOETC) standards and is at the Borough's expense.

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. The examination is at the Borough's expense.

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.