



2025 POLICE APPLICANT INSTRUCTIONS

1. Minimum qualifications for the position of Moon Township Police Department Probationary Patrol Officer are set forth in the information accompanying these instructions. The applicant should review this information before applying. It should be understood that these are the minimum qualifications and are not all-inclusive. Failure to meet these minimum requirements, however, will automatically preclude employment for the position. Particular attention should be paid to the Act 120 Certification requirements. The applicant is responsible for securing the required training and certification by the stipulated time at his or her own expense. The Moon Township Police Department will not, at this time, send an applicant to an academy.
2. Completed applications are to be returned to the Moon Township Police Department, 990 Beaver Grade Rd., Moon Township, PA 15108 no later than 5:00 PM on **Friday, February 14th, 2025**. Applications may be mailed or delivered in person. Applications will not be accepted by either email or facsimile. Only the following four items are to be submitted to the Moon Township Police Department:
 - a. the completed, signed Application
 - b. the signed Applicant's Release
 - c. the signed Physician's Certification, and
 - d. the non-refundable application fee in the amount of \$25.00, payable in cash, check, or money order.
3. Providing false, incomplete or inaccurate information will subject the applicant to immediate disqualification.
4. Test day registration will begin promptly at 7:30 AM on **Saturday, February 22, 2025** at the Moon Township Police Municipal Complex, **(990 Beaver Grade Road)** Moon Township, PA 15108. The Physical Agility Test is scheduled to be conducted between 8:00 AM and 11:00 AM with the Written Examination to follow between 12:00 PM and 3:00 PM on **Saturday, February 22, 2025**. These times may be adjusted based on unforeseen circumstances. The applicant must provide photo identification at the test site to be admitted to the test. The applicant must pass all elements of the Physical Agility Test to be eligible to take the Written Examination. Failure of any one of the events in the Physical Agility Test is a failure of the entire test. If one event is failed, the testing process is terminated for the applicant at that point.
5. Passing the Physical Agility Test and the Written Examination does not guarantee employment. Upon receipt of the test results, the Moon Township Police Department will further process applications pursuant to the needs of Moon Township and in accordance to hiring practices and policies.

Checks should be made payable to the Township of Moon.

Incomplete applications will be discarded. No additional attachments or resumes are to be included with the submission.

Minimum Qualifications:

1. 21 years of age
2. MPOETC certification or equivalent at time of appointment
3. 60 college credits without any experience or military service
4. 30 college credits with (2) two years, full time law enforcement experience
5. 30 college credits with at least (2) two years military service and honorable discharge
6. 30 college credits with 3,648 hours of part time law enforcement experience in less than (4) four years

Additional Requirements:

1. Non-smoker
2. No Visible Tattoos while wearing a short-sleeve uniform shirt
3. No Brandings
4. No Body Piercings or Surgical Body Modifications while in uniform

APPLICATION



2025 MOON TWP. POLICE TEST

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PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION

1. First Name	2. Middle Initial	3. Last Name
4. Street Address, Apartment No.		
5. City	6. State	7. Zipcode
8. Cell Phone Number	9. Home Phone Number	10. Work Phone Number
11. Email Address:		
12. Do you meet the age requirement?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13. Are you a citizen of the United States?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14. Do you meet the minimum qualifications as listed on the instructions and above?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15. Do you possess a valid Motor Vehicle Operator's License?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16. What is the name of the State or Territory that issued your current operator's license?		

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief. The undersigned understands that the statements herein made are subject to the penalties of 18 Pa. Cons. Stat. An. §4904 relating to unsworn falsification to authorities.

Signature: _____

Date: _____

FOR MOON POLICE USE ONLY:

Date Received: _____

Time Received: _____

Payment Received: _____



APPLICANT'S RELEASE

PHYSICAL AGILITY TEST

As an applicant for the Examination for Entry Level Police Officer, I understand that I will be required to undergo a Physical Agility Test consisting of the following:

1. 300 Meter Run
2. Bench Press (Free Weight)
3. Sit-ups
4. 1.5 Mile Run

INFORMED CONSENT

The undersigned hereby gives informed consent to engage in a series of procedures relative to taking a battery of exercise tests, and participating in a variety of physical activities. The purpose of the testing is to determine physical fitness, cardiovascular function and health status. All exercise testing and physical activity sessions will be supervised and monitored by trained test administrators. These activities include running, bench press & sit-ups performed in either field or gymnasium settings. I am aware of the possibility that certain detrimental physiological changes may occur during exercise and exercise testing. These changes could include heart related illness, abnormal heart beats, abnormal blood pressure, and in rare instances, a heart attack. If abnormal changes were to occur, the staff has been trained to recognize symptoms and take appropriate action, including administering CPR and first aid. I have read this form and understand that there are inherent risks associated with any physical activity and recognize that it is my responsibility to provide accurate and complete health/medical history information. Furthermore, it is my responsibility to monitor my individual physical performance during any activity and to alert test administrators of any pain, discomfort or adverse effects I may experience. I hereby waive and release the Moon Township Police Department, its testers, trainers, helpers and other participants and persons who will be assisting in this testing, whether employees of Moon Township or independent contractors or consultants, and the owners of the locations where the testing is held, its officers and employees or agents from any and all liability of any nature for injury, damage or any other loss resulting from the testing and expressly assume the risk of such damage, injury or loss while engaged in any testing. I give informed consent for testing data to be recorded to determine my state of physical readiness as it applies to the essential job functions of a Pennsylvania police officer.

I have read and understand the requirements of the Physical Agility Test set forth above and knowing this, I believe myself to be in good health and physically fit to participate in this test. I represent that to the best of my knowledge and belief I have no physical condition that would likely cause physical injury, disability, or illness as a result of attempting to perform the elements of the test as described above. In consideration of processing my application, and intending to be legally bound, I hereby release, indemnify and hold harmless the Moon Township Police Department, its Board of Supervisors and Township Manager, and their agents, their elected officials, their appointed officials, their members, where applicable, and the owners, custodians, directors and employees of the property on which the test is given from all claims, demands and suits which may arise or result from any injury or illness which is caused by or results from taking or attempting to take the test as set forth below.

(Signature)

(Applicant's Name, Typed or Printed)

(Date)

(RETURN WITH APPLICATION)



PHYSICAL ABILITIES TEST REQUIREMENTS

MPD P.A. Exam (30% Cooper)	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
300 Meter Run (Time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Bench Press (% body weight)	0.93	0.83	0.76	0.68	0.63	0.56	0.51	0.47	0.42	0.4
Sit Ups (1 Min Reps)	35	32	27	21	17	30	22	17	12	4
1.5 Mile Run (Time)	13:15	13:44	14:34	15:50	15:50	15:46	16:42	17:29	19:10	19:10

Testing Order:

300 Meter Run- This is a test of anaerobic power. This is an important factor in exerting a short burst of energy.

Example: Pursuing a fleeing suspect.

The applicant must complete a 300-meter course in or under the required time. The finish line will be set at the 300-meter mark or 328 yards away from the starting line. The event is measured in seconds.

Bench Press- This is a test of absolute upper body strength. This is an important part of any dynamic physical exertion scenario. Example: Gaining physical control of a suspect.

The applicant will be weighed on a scale. The measurement is in pounds. The applicant's weight will then be multiplied by their age and gender adjusted percentile ratio (see chart above), then the appropriate gender specific, free weight conversion formula will be applied.

Please refer to the "30th Percentile Entry Level Standards Bench Press Conversion Charts" under the free weights category found at this link:

<https://mpoet.psp.pa.gov/training/Pages/Physical-Fitness.aspx>

The result is the standard weight. If the exact standard weight cannot be placed on the bar, the total weight will be rounded down to a weight that is closest to the standard weight that the applicant must press (lift).

The applicant will take a position on the bench with their eyes aligned under the bar. They will take a grip on the bar slightly wider than their shoulders. The applicant will maintain a natural arch of the back with their feet flat on the floor.

Two (2) spotters will be positioned, one at each end of the bar. The spotters will lower the bar until applicant's elbows reach 90 degrees. The bar will be positioned to the mid-line of the applicant's chest, but not resting on the chest. The applicant will be instructed to breathe out on the exertion, then press the weight up to a "soft lock" of the elbows one (1) time. During the pressing phase, the spotters will not physically assist the participant in lifting the weight. After an attempt, the spotters will rack the bar.

Applicants will have up to six (6) attempts to successfully press the standard weight. During the lift, the applicants may not arch their buttocks off the bench or move their feet. If they do, the attempt does not count.

Sit Ups- This is a test of abdominal muscular endurance. This is an important factor in a use of force scenario and minimizing lower back problems. Example: Gaining physical control of a suspect.

Continued on next page

During the exercise, the applicant's buttocks shall remain flat on the ground to avoid "kipping" of the hips and their fingers must remain interlocked. All resting must be done in the "up" position, otherwise the test is terminated. The required number of repetitions must be completed within one (1) minute or less.

1.5 Mile Run- This is a test of aerobic capacity or V02 max. This is the foundation for almost all physical tasks. Example: Use of force scenarios and administering CPR.

The applicant must complete the 1.5-mile course at or under the required time for their age and gender. On a 440-yard running track, six laps must be completed. The applicant may not be physically assisted by another runner or exit the running surface prior to completing the course.

PHYSICIAN'S CERTIFICATION



I, _____, M.D., have examined
(Physician's Name, Typed or Printed)

_____ and understand that this applicant will have to complete a
(Applicant's Name, Typed or Printed)

Physical Agility Test consisting of the following elements:

Event

- 300 Meter Run
- Bench Press
- Sit-ups
- 1.5 Mile Run

which are described in greater detail on the Applicant's Release - Physical Agility Test. Having examined the said _____, I hereby certify that he/she is physically able to
(Applicant's Name, Typed or Printed)

undertake the described Physical Agility Test.

(Physician's Signature)

(Address)

(Date)

(RETURN WITH APPLICATION)



CORE JOB DESCRIPTION - PATROL OFFICER

TOWNSHIP OF MOON

JOB TITLE: PATROL OFFICER

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:

A. 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.

B. 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.

C. 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.

D. 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.

E. 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.
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.

F. 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.

G. 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.

H. 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.

Read violator vehicle license plate registration while operating police vehicle.

Operate appropriate vehicle to transport prisoners.

I. 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.

J. 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.

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 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/QC spray to control person(s).

K. 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.

L. 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 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.

M. 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.

N. 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.

O. 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).

P. 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.
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.

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

Walk continuously for 5 hours.

Stand continuously for 5 hours.

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.

Applicant Signature

Date

(Return With Application)