

# LANSDALE BOROUGH POLICE DEPARTMENT

## 2023 LIEUTENANT PROMOTION APPLICATION

### **DISCLAIMER**

While the Borough of Lansdale is unaware of any defect in the Application Packet as presented on the Borough website, use of the website's Application Packet is provided only as a convenience to a potential applicant. Any risk of error related to the electronic provision, download or print out of any application materials from the website is solely borne by the applicant, not the Borough of Lansdale. Hard copies of the Application Packet are available at Lansdale Borough Hall, One Vine Street, Lansdale, Pa 19446 at the times specified in the advertisement.



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# LANSDALE BOROUGH POLICE DEPARTMENT

## 2023 LIEUTENANT PROMOTION APPLICATION

### Lieutenant Promotion Application Packet

Included in this packet:

- Legal advertisement of Lieutenant position
- Notification of Procedure Release form
- Application
- Lansdale Borough Civil Service Ordinance as it relates to Lieutenant applications and qualifications

Testing will take place Saturday, October 14, 2023 at the Lansdale Municipal Building, One Vine Street, Lansdale, Pa 19446.

Completed applications and notification of procedure releases must be completed in thier entiety and submitted as identified in the examination notice.

**Applications are to be returned by September 21, 2023 at 4pm;  
NO EXCEPTIONS.**



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## 2023 LIEUTENANT PROMOTION APPLICATION

### Legal Notice

#### LIEUTENANT PROMOTIONAL EXAMINATION NOTICE – LANSDALE BOROUGH

Forms required to be completed in order to apply for the position of Lieutenant will be available September 7 - September 21, 2023 at Lansdale Borough Hall, One Vine Street, Lansdale, Pa 19446. If you have any questions concerning the application, or the general qualifications required of each applicant, please call 215-368-1691.

Completed applications must be turned in by 4pm on September 21, 2023. Applications can be submitted via email to [lansdalepdrecruit@lansdale.org](mailto:lansdalepdrecruit@lansdale.org) or in person at Borough Hall. The testing process will be held Saturday, October 14, 2023 in Borough Hall.

Other mandatory components of the test are a performance rating, oral examination, physical agility test, medical examination and psychological examination.

#### Lansdale Borough Civil Service Commission

*Examinations for the position of Lieutenant shall consist of the following parts:*

Element	Passing Score	Weighting
Performance Rating	--	Pass/Fail
Written Examination	70%	40%
Oral Interview	70%	60%
Medical Examination	--	Pass/Fail
Psychological Examination	--	Pass/Fail

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### NOTIFICATION PROCEDURE RELEASE

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event he or she is being given further consideration for the position of Lieutenant with the Borough of Lansdale.

If conventional methods fail in attempting to contact the applicant, a certified-registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Borough of Lansdale Police Department, in writing, of any address change. By affixing his/her signature to this form, the applicant acknowledges that he/she has read and understands the contents hereof and this procedure.

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Signature

Date





# APPLICATION FOR CIVIL SERVICE PROMOTIONAL EXAMINATION LANSDALE BOROUGH POLICE DEPARTMENT

All applications will receive consideration without discrimination because of race, creed, color, gender, age, national origin or handicap.

## INSTRUCTIONS:

- Application must be typed or neatly printed in ink.
- Answer all questions completely.
- Application must be signed and dated.

## PERSONAL:

Last Name	First Name	Middle Initial
Address: House Number	Street	City State Zip
Telephone Number <i>(please identify as home/cell)</i>	Email Address	
Date of Hire	Current Rank/Title	

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

## General Qualifications for Lieutenant Applicants

1. Possess at least ten (10) years of experience in a Commonwealth of Pennsylvania police department; a minimum of five (5) years must have been in the rank of Police Sergeant in the Lansdale Borough Police Department;
2. Possess current MPOETC certification;
3. Demonstrate ability to carry out orders from supervisors and to effectively lead other members of the Department;
4. Demonstrate a working knowledge of police science and administration as ascertained by scoring at least a passing score on the appropriate promotional examination(s) given by the Commission;
5. Receive an overall evaluate of average or above and shall not have received an unacceptable rating in any category on the most recent performance evaluation;
6. Have not been suspended for more than three (3) days in the last five (5) years; for purpose of this qualification, any suspension which is currently being appealed to the Commission shall not be considered.

\_\_\_\_\_ I have reviewed the Qualifications for Lieutenant  
*(initial)*

\_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

### BOROUGH STAFF ONLY

Date and Time Received: \_\_\_\_\_ Initials: \_\_\_\_\_