

September 11, 2023



Job Posting

Chief of Police for Ridley Park Borough

Ridley Park Borough is seeking applications for the position of Police Chief. The job description is available below. If interested in applying for this position please email your resume, cover letter and application to Richard Tutak, Jr., Borough Manager at manager@ridleyparkborough.org by September 24, 2023, at Noon. After review of all applications and cover letters interviews will be scheduled for week of October 2nd, 2023.

You may also drop off your resume, cover letter and application to:

Ridley Park Borough Hall

105 E Ward Ave

Ridley Park, PA 19078

September 11, 2023



Chief of Police Ridley Park Borough

Description

The Borough of Ridley Park, a suburban community with a population of about 7,000 residents, located in Delaware County, Pennsylvania, is seeking a Chief of Police to lead a department of over 10 police officers. The Police Chief will be selected by the Borough Council of Ridley Park. The position will report to and be overseen by the Borough's Mayor. The successful candidate for this position will be replacing the current Chief of Police, who will retire by December 31st, 2023, after 28 years of service to the Department.

The candidate selected for this position will possess a demonstrated knowledge and proficiency in modern police operational and administrative practices, fiscal responsibility, exceptional leadership skills, and the ability to create and implement a strategy of community policing and crime prevention.

Requirements

- Bachelor's Degree and/or fifteen (15) years of law enforcement experience.
- Previous supervisor role or equivalent role highly recommended.
- Must live within a fifteen (15) mile radius of Ridley Park Borough.
- Certified as a Municipal Police Officer by the Pennsylvania Municipal Police Officers' Education and Training Commission ("MPOETC").
- Must possess a valid Pennsylvania Driver's License.
- Must possess Act 120 Certification.
- Ability to perform all duties of a sworn police officer.
- Any equivalent combination of experience and formal training.

Abilities and Skills Required

- Ability to establish and maintain effective working relationships with Borough Manager, Employees, Councilors, Mayor, and others as appropriate.
- Knowledge of budgeting methods and financial practices.
- Knowledge of supervisory and administrative theory and effective police supervision and management, including practical working experience.
- Knowledge of Criminal and Traffic Law (Titles 18 and 75 of the Pennsylvania Code), Borough ordinances, federal law and related court requirements.

September 11, 2023

- Knowledge of Federal, State and County law enforcement agencies and their relationship to local law enforcement.
- Strong management and supervisory ability and background.
- Ability to work with other Departments, adjacent municipalities.
- Ability to provide fair and even disciplinary recommendations to the Borough Manager.
- Ability to make operational and support decisions under routine and emergency situations.
- Ability to write reports, clearly communicate, and make effective executive presentations.
- Ability to direct subordinate officers and employees, ability to advise, review work, coordinate activities, and ensure subordinates' complete comprehension of all required laws and procedures.
- Experience with implementing a shift schedule.
- Ability to exercise effective administrative supervision over all Department personnel.
- Ability to quickly evaluate problems and take decisive action.
- Ability to communicate effectively orally and in writing, including the ability to provide and follow oral and written instructions.
- Attend two (2) Council meetings on the first and third Tuesday of each month and other meetings as required by the Council or Public safety Committee.
- Provide monthly police statistics as well as a year-end report, to the Borough Council.
- May be required to work on nights, weekends, and all holidays.
- Other duties as assigned by the Mayor, Borough Council and Public Safety Committee.
- Responsible for employment and management 16-18 crossing guards, parking enforcement officers as well as turnkeys for the Borough.
- Maintain positive relationship with the public with responding and act to concerns in timely manner.

Compensation

- Compensation will be based off the level of experience of the applicant and can be negotiated.
- May be entitled to medical, pension, and other benefits as listed in the Borough Collective Bargaining Agreement.

How to apply

If interested in applying for this position please email your resume and cover letter to Richard Tutak, Jr., Borough Manager at manager@ridleyparkborough.org. You may also drop off your resume and cover letter to:

Ridley Park Borough Hall
105 E Ward Ave
Ridley Park, PA 19078

Police Officer Application
Borough of Ridley Park Police Department

General Instructions

Every one of these sections must be completed in order for the Ridley Park Borough 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 stated with "N/A". If space available is insufficient, use reverse side and proceed with the number of the referenced block.

Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. Any false, misleading, or incomplete information will result in your application being rejected.

Once submitted, this application becomes the property of the Ridley Park Borough Police Department.

This application consists of several sections:

- Questionnaire
- Verification
- Notification Procedure Release
- Waiver and Release for Background Investigation

Completed and Notarized applications must be returned to the attention of: Ridley Park Borough Police Department, 230 W. Chester Pike, Ridley Park, PA 19078.



**Police Officer Application
Borough of Ridley Park Police Department**

General Instructions

This application consists of several sections; a Questionnaire, a Notification Procedure Release; Verification; a General Waiver; and a Description of Essential Job Functions. Each one of these sections must be completed in order for Ridley Park Borough to accept this application as complete. Print (do not type) an answer to every question. If a particular questions does not apply to you, so state with N/A. If space available in insufficient for your answer, please use the reserve side and precede with the number of the referenced block.

Do Not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment.

QUESTIONNAIRE

1. _____ 2. _____
Last name First Name Social Security Number

3. _____
Alias(as), Nickname(s), Maiden Name, Other Changes in Name

4. _____
U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court

5. _____
Phone Number: (Home) Phone Number (Cell) Phone Number: (Work)

6. _____
Email Addresses

7. _____
Social Media Account Names

8. _____
Present Residence Address, Street/City/State/Zip

9. Residences: List all for past ten (10) years beginning with most recent.

Month & Year	Address	With Whom did you resident
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Family

List in order given showing relationship, parents, guardians, step-parents, foster parents, parent-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)

11. Vehicle Operator’s License

Give the following information concerning any vehicle operator’s license you have held or currently hold and submit picture copy of license:

Type of License	Number	Issuing Authority	Expiration

12. Have you ever had a license suspended or revoked? If you, state when and by whom.

13. Conviction of Crime

Have you ever been convicted of a misdemeanor, felony or greater criminal violation?
____ Yes ____ No If yes, state violation, court of jurisdiction, and date of conviction.

14. 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) _____

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

Name and Address of Financial Institution Type of Account

16. Past and Present Membership in Organizations

Name	Address	Type: Social Fraternal, Professional	Date: To/From

17. 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 of the type described above?
- Yes No Have you ever been engaged in any of the following activities of 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 now affiliated.

18. Education

A. List all elementary, junior high or middle schools and high schools attended. Attach Official transcript from last high school attended

Name	City/State/ Zip	Graduated Yes/No
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. High Education. List all colleges or universities attending. Attach Official transcript.

Name	City/State/Zip	Dates Attended To/From	Credit Hours Semester/Quarter	Degree Year
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Major and Minor Courses:

C. Other schools or training (trade, vocational, military). Give for each the name and location of school, Dates attended, subjects studies, certificate earned, and any other pertinent data. Include complete Mailing address for each.

19. Special qualifications and skills

A. Indicate type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued and the date current license expires:

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

C. Approximate number of words per minutes: Keyboard or typing _____ Shorthand _____

D. Special qualifications not covered in application (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

20. Foreign Languages

Enter foreign languages and indicate fluency.

Language	Reading	Speaking	Understanding	Writing
----------	---------	----------	---------------	---------

21. Foreign Travel

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

Dates	Country	Purpose of Travel
-------	---------	-------------------

22. Hobbies and Sports	Length of Participation	Level of Proficiency
Name		

23. Employment
 Begin with your most recent job and list your work history for the past ten (10) years, including part-time, temporary or seasonal employment, and all periods of unemployment.

A. Employer _____

Address _____

phone, email _____ Supervisor _____

Job title and responsibilities _____

Salary _____ Starting & ending dates of employment month/day/year) _____

Reason for leaving _____

Permission to contact the previous employer _____

B. Employer _____

Address _____

phone, email _____ Supervisor _____

Job title and responsibilities _____

Salary _____ Starting & ending dates of employment month/day/year) _____

Reason for leaving _____

Permission to contact the previous employer _____

C. Employer _____
Address _____
phone, email _____ Supervisor _____
Job title and responsibilities _____

Salary _____ Starting & ending dates of employment month/day/year) _____
Reason for leaving _____

Permission to contact the previous employer _____

D. Employer _____
Address _____
phone, email _____ Supervisor _____
Job title and responsibilities _____

Salary _____ Starting & ending dates of employment month/day/year) _____
Reason for leaving _____
Permission to contact the previous employer _____

E. Employer _____
Address _____
phone, email _____ Supervisor _____
Job title and responsibilities _____
Salary _____ Starting & ending dates of employment month/day/year) _____
Reason for leaving _____
Permission to contact the previous employer _____

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)? If yes, state reason:

Have you ever resigned after being informed that your employer intended to discharge you for any reason? If yes, explain giving name and address of employer, approximate date, and reasons in each case.

24. Military Status

Have you ever served in the U.S. Armed Forces: Yes No

If yes, please attach a copy of your discharge or separation papers.

Do you claim veterans preference? Yes No

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, using separate sheets of paper to record this information. Yes No

B. Are you presently a member of a U.S. Reserve or State Guard Organization? Yes No

Grade and Service Number: _____

Service and Component: _____

Organization and Station or Unit and Address: _____

Status: _____

25. Selective Service

Last Classification: _____

Selective Service Number: _____

Date: _____ Local Board: _____

Address: _____

26. Character References

List only character reference 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 of the United States.

Name: _____

Address: _____

Home/Cell Phone: _____ Work Phone: _____

Years Known: _____

Name: _____

Address: _____

Home/Cell Phone: _____ Work Phone: _____

Years Known: _____

Name: _____

Address: _____

Home/Cell Phone: _____ Work Phone: _____

Years Known: _____

Name: _____

Address: _____

Home/Cell Phone: _____ Work Phone: _____

Years Known: _____

Name: _____

Address: _____

Home/Cell Phone: _____ Work Phone: _____

Years Known: _____

27. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? If yes, please provide details.

28. Have you ever applied for a position with any other governmental agencies? If yes, please provide details.

29. REMARKS:

I hereby 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, information and belief, and am made in good faith.

Signature of Applicant

Date

Notification Procedure Release

In the processing procedure required for applicants, 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 Ridley Park Borough Police Department.

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 certified 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 Ridley Park Borough Police Department, in writing, of any address change. By signing this form, the applicant acknowledges that he/she has read and understands the contents of this procedure.

Date

Signature of Applicant



Essential Duties of a Police Officer

1. Running for several hundred yards;
2. Climbing/jumping over obstacles;
3. Crawling;
4. Pushing motor vehicles;
5. Pulling or carrying accident, fire or crime victims;
6. Using physical force to apprehend and subdue arrestees;
7. Withstanding prolonged exposure, as long as twelve (12) hours, to extreme weather conditions;
8. Withstanding prolonged periods of standing and/or sitting;
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes, or suicide;
10. Dealing with domestic disputes;
11. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
12. Communicate effectively with individuals suffering from trauma;
13. Operate a motor vehicle for long periods of time;
14. Use a firearm effective; and
15. Fill out written reports in a clear and concise manner.

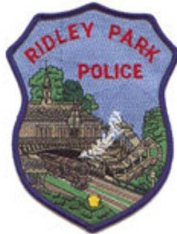
I have reviewed the above list of essential job functions for a Ridley Park Borough Police Officer and believe that:

- I can fully perform all duties without reasonable accommodations.
- I can fully perform all duties but only with the following accommodations for the duties specified:
- I cannot fully perform all duties even with accommodations.

Print Name of Applicant

Date

Signature of Applicant



**Waiver and Release
For Ridley Park Police Department Background Investigation**

I, _____, am presently applying for employment as a police officer with the Ridley Park Police Department, which I acknowledge and understand must thoroughly investigate my employment history, criminal history, personal background, educational history and references in order to evaluate my qualification for a position as a police officer. I understand that it is in the public's best interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to the Ridley Park Police Department and/or their designee.

By signing 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 in its files pertaining to my employment records and history and I further authorize the release of such information upon request to any representative of the Ridley Park Police Department. I also authorize former employers identified in my employment application to permit a review and full disclosure of all records concerning myself and my employment with those former employers by and to any duly authorized agent of the Ridley Park Police Department whether said records are of public, private or of a confidential nature.

The intent of this Release is to permit all former employers identified in my employment application to provide and for the Ridley Park 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 the Ridley Park Police Department to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Ridley Park Police Department in determining my suitability for employment as a police officer. It is my specific intent to provide the Ridley Park 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 that it may have 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 my, 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 other 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 the Ridley Park 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 Ridley Park Police Department the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Ridley Park Police Department employee.

I release and hold harmless the Ridley Park 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 with regard to access and disclosure of record and I hereby waive those rights with the understanding that information furnished by any former employer will be used by the Ridley Park Police Department in conjunction with employment procedures.

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

A photocopy or facsimile of this Release 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 (1) year from the date of my signature. Should there be any question as to the validity of this Release, you may contact me at the address listed below.

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

Date

Name of Applicant

Signature of Applicant

Address of Applicant

Commonwealth of Pennsylvania
County of _____

Sworn to and subscribed before me, a notary public for the Commonwealth of Pennsylvania, this _____ day of

_____, 20____, by _____
Name of Applicant

Notary Public (printed name)

Notary Public (signature)

My Commission Expires:



Ridley Park Borough Police Department

VERIFICATION

Agreement (Please read the following statement carefully)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that any false statement contained therein is subject to the penalties prescribed by 18 Pa.C.S.A. §4904, relating to unsworn falsification to authorities. I also agree that falsified information or insignificant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of the Chief of Police or Borough Council. I understand that no management official other than those listed has the authority to enter into any agreement contrary to the foregoing or make any oral assurances of promise of continued employment.

I authorize person(s), schools, my current employer (if applicable), and previous employers and organizations named in this application and accompanying resume, (if any) to provide any relevant information that may be required to arrive at an employment decision.

Date

Applicant Signature (blue ink)

