



Souderton Borough
MONTGOMERY COUNTY – PENNSYLVANIA
CIVIL SERVICE COMMISSION

Notice of Examination

Entry Level Police Officer

NO Police Certification (ACT 120) Required
No Police Experience Needed

Excellent Salary and Benefits
Application Fee - \$10.00

Applicant Requirements:

- 21 years of age before July 11, 2026
- United States Citizen
- Valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania or any other state in the United States of America.
- Possess a diploma from an accredited high school, or a General Educational Development Test (GED)
- Physically and mentally fit to perform the full duties of a police officer
- Be able to legally possess a firearm as that term is defined under 18 Pa.C.S. 6105.

Application Availability:

- In Person:
 - Souderton Borough Police Department, 31 W Summit St, Souderton, PA 18964
- Online: <https://soudertonborough.org/departments/police/>

Application Submission and DUE DATES:

- Applications may be submitted:
 - By hand/in person to the Souderton Borough Police Department no later than **4:00 pm on Wednesday, July 1, 2026.**
 - By mail and postmarked on or before **Wednesday, July 1, 2026**
 - Electronically by email to akoch@soudertonpolice.org no later than **4:00 pm on Wednesday, July 1, 2026.**
- There are no extensions or exceptions for the required submission dates.
- There is a \$10.00 application fee to take this written examination.
- The application fee is due prior to the written examination.

Written Test Date, Time, & Location:

- Saturday, July 11, 2026, 10:00 am.
- Perseverance Fire Company, 266 N 2nd Street, Souderton, PA 18964.
- One valid photo identification is required at the time of check-in to the written examination.
- All applicants will report for the 10:00 am written examination. If two testing times are required based on the number of applicants, the affected applicants will be notified to report at a later time on the same date. All applicants should report 30 minutes prior to test time for registration.
- A minimum score of 70% is required to pass the written examination.

Physical Agility Testing:

- The fifteen (15) highest scoring applicants with a passing grade on the written examination, including ties, will be invited to participate in the physical agility testing process.
- Physical agility testing will take place on Saturday, July 25, 2026, at 9:00am at Indian Crest Middle School, 139 Harleysville Pike, Souderton PA 18964. Applicants to meet at the Track.
- The requirements for the physical agility testing are attached to this application.
- Physical agility testing is scored on a PASS/FAIL basis.
- All applicants will be required to complete a waiver prior to participating in the physical agility testing.

Oral Examination:

- Applicants that successfully pass the physical agility test will be invited to attend an oral examination that will be scheduled by the Commission.
- Oral examinations will take place the week of August 10th to August 16th, 2026, at the Souderton Borough Police Department, 31 W. Summit Street, Souderton, PA 18964.
- The Commission, or its designee, reserves the right to change any of the testing dates described in this notice.
- Applicants that obtain a qualifying score for the oral examination will be required to submit a formal application that will be distributed after the successful completion of the physical agility testing.
- The formal application needs to be completed and submitted by August 7, 2026. The formal application will be returned to The Souderton Borough Police Department, 31 W. Summit Street, Souderton, PA 18964.
- The formal application includes:
 - Personal disclosures
 - Background verification disclosures
 - Fair Credit Reporting Act disclosures
 - Waivers
 - Copy of birth certificate
 - School Transcripts
 - Military Records (if applicable)
 - Any other records deemed necessary by the Commission
- The applicant may be fingerprinted prior to the oral examination. If required, fingerprinting is a condition required prior to eligibility to undergo the oral examination.

Written & Oral Examination Scoring:

- The written and oral examinations will both be graded on a 100-point scale with the written examination representing 40% of the final score and the oral examination representing 60% of the final score.

Background Investigations:

- Applicants who successfully pass the written, physical, and oral examinations will be eligible for a background investigation that includes a polygraph examination.

Civil Service Notifications:

- Souderton Borough is an equal opportunity employer. It is the policy of both the Borough and the Commission to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, sexual orientation, age, marital status or non-job related physical or mental disability. The Borough and the Commission provide equal opportunities in employment and promotion. A complete copy of the Borough's hiring policy, as set forth in its Civil Service Rules, is available for inspection during regular business hours at the Borough Building, 31 W. Summit Street, Souderton, PA 18964.
- Any applicant seeking an accommodation under the Americans with Disabilities Act in any examination must submit a written request with appropriate documentation from a qualified medical or health care professional prior to the application deadline, sent to the Commission designee: Chief Jeffrey OBrien, Souderton Borough Police Department, 31 W. Summit Street, Souderton, PA 18964.



Souderton Borough Police Department

Initial Application for the Position of Police Officer

1. Name: _____
(Last) (First) (Middle)

2. Address: _____
(House #) (Street) (Apt #)

(City) (State) (Zip Code)

3. Telephone #: _____
(Home) (Cell) (Work)

4. Email Address: _____

5. Social Security #: _____

6. Date of Birth _____ Place of Birth _____

7. Do you hold a valid driver's license? Yes: No:

Operator's License Number: _____ State: _____

8. Are you a U.S. Citizen? Yes: No:

9. Are you a High School Graduate? Yes: No:

10. Do you hold a G.E.D. Certificate? Yes: No:

11. Do you have Act 120 Certification? Yes: No:

12. Attached to this application is a job description for the position of Police Officer. Are you able to perform all functions of the position of Police Officer?

Yes: No:

I hereby state that all the information set forth on this application is true and correct to the best of my knowledge. I understand that the statements made herein are subject to the penalties of 18 PA Consolidated Statutes Annotated and ss4904, relating to unsworn falsifications to authorities.

Applicant Signature: _____ Date: _____

(An application containing the applicant's typed full name and date is acceptable for electronic submission of this police officer application)

Completed applications can be submitted by email to
Akoch@soudertonpolice.org



Souderton Borough Police Department

Job Description - Police Officer

TITLE: Patrol Officer

DEPARTMENT: Police

THIS POSITION REPORTS TO AND IS SUPERVISED BY: Duty Sergeant

THIS POSITION HAS AUTHORITY OVER AND SUPERVISES: Does not supervise other personnel.

PURPOSE OF THIS POSITION: Protects life and property through the enforcement of laws and ordinances. Performs routine assignments and patrol. This position involves an element of danger.

ESSENTIAL JOB FUNCTIONS:

- Obeys and transmits all legitimate orders, ensuring full compliance and uniform interpretation.
- Patrols Borough to enforce traffic/parking regulations and to prevent/discover criminal events.
- Responds to requests for police assistance.
- At crime scenes or accident scenes administers first aid, conducts investigations, gathers evidence, obtains witnesses/makes arrests, examines vehicles/roadways, clears wreckage, issues citations.
- May command an assigned shift.
- Furnishes proper information and/or assistance to anyone requesting or requiring it.
- Operates equipment to determine vehicle speed/distance, and secure/process evidence.
- Operates firearms as necessary.
- Attends meetings, training, and educational seminars.
- Inputs and accesses data from computers.
- Performs related work as required.

MINIMUM REQUIREMENTS OF THIS POSITION:

1) Required Education/Experience/Training:

High school diploma or GED. Formal, approved training program in police methods and practices.

2) Required Knowledge, Skills and Abilities:

- Thorough knowledge of the Pennsylvania Crimes Code, Vehicle Code, and Rules of Criminal Procedure.
- Thorough knowledge of First Aid
- Communicate effectively with citizens.
- Emotional stability.

3) Required Licenses/Certificates/Registrations:

- Valid Driver's License, ACT 120 Certification (First Aid/CPR annual certification, handgun & shotgun annual qualification).

4) Required Ability To Operate or Use The Following Equipment:

- Computer literate: standard software and proprietary police software.
- Standard police department equipment to include but not limited to: police car, police radio, speed timing devices, handgun and other weapons, handcuffs, and first aid equipment.

WORK SCHEDULE:

- Full-time work week; may be called upon to continue assignments during other time periods.



Souderton Borough Police Department

Physical Agility Requirements

If you pass the written examination and meet the requirements to advance to the next stage in the testing process, you will be required to complete the fitness test at the 30th percentile as listed below. You will have two chances to successfully complete each event. If you fail to complete an event at the required standard, you will be ineligible to continue in the testing process.

**** The physical agility test is a PASS/FAIL scoring system. ****

	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	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push Ups (1 Min Reps)	26	20	15	10	8	13	9	7	7	7
Sit Ups (1 Min Reps)	35	32	27	21	17	30	22	17	12	4
1.5 Mile Run (Time)	13:16	13:46	14:34	15:58	17:38	15:52	16:38	17:22	18:59	21:20

***We urge you to begin preparing now,
as the requirements are demanding!***



Souderton Borough Police Department

Police Officer Applicant Quick Reference Guide

NO Police Certification (ACT 120) or Police Experience Required

Excellent Salary and Benefits - Application Fee \$10.00

Important Dates

Initial Application Due Date: *No later than 4:00pm on July 1, 2026*

Written Examination: *Saturday, July 11, 2026, 10:00am*

Physical Agility Testing: *Saturday, July 25, 2026, 9:00am*

Long Application Due Date: *Friday, August 7, 2026*

Oral Examination: *August 10, 2026, to August 16, 2026*

The Civil Service Commission, or its Designee, reserves the right to change any of the dates or times listed in this application.