



**Elizabethtown Borough Police Department**  
**600 South Hanover Street**  
**Elizabethtown, PA 17022**  
**Phone: 717-367-6540**

## **Application Instructions**

\*\*\*Read the following Instructions carefully before filling out the attached application\*\*\*

1. All requested information within the EPD application must be furnished.
2. The information you provide in the application must be complete and accurate. Applications that are incomplete or contain inaccurate information will be rejected and the applicant will be disqualified.
3. **Applicants who apply on PoliceApp:** All applications submitted via PoliceApp will be filed electronically. **All applications must be submitted before 4:00 pm (est.) on Friday, August 30, 2024.** Failure to submit a completed application and all associated documents by this deadline will result in disqualification from the hiring process. The following documents must be uploaded and submitted along with your electronic application:

- Waiver and Release for Background Investigation: Must be completed, signed, and notarized.
- Notarized Certification: Must be completed, signed, and notarized.
- Copy of High School Diploma or GED: Self-explanatory
- Proof of US Citizenship: Birth Certificate & Social Security Card
- Proof of Naturalization: If applicable
- College Diploma or Transcript: If applicable
- Act 120 Certificate or other proof of completion: If applicable
- DD-214 or other proof of military service: If applicable
- Photocopy of PA Drivers' License: Self-Explanatory

4. **Applicants who obtain an application in-person at EPD:** All applicants who obtain an application packet in-person at the Elizabethtown Police Department will be required to submit a completed, signed, and dated application, along with photocopies of the following documents. **All applications must be submitted or postmarked (if submitted by mail) before 4:00 pm (est.) on Friday, August 30, 2024.** Failure to submit a completed application and all associated documents by this deadline will result in disqualification from the hiring process.

- Waiver and Release for Background Investigation: Must be completed, signed, and notarized.
- Notarized Certification: Must be completed, signed, and notarized.
- Copy of High School Diploma or GED: Self-explanatory
- Proof of US Citizenship: Birth Certificate & Social Security Card



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- Proof of Naturalization: If applicable
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- Photocopy of PA Drivers' License: Self-Explanatory.

5. Applicants who recently completed the Lancaster County Chiefs of Police Consortium application and testing process on July 28, 2024, will **not** be required to submit a new application.

6. All information obtained in the application and during all subsequent interviews is confidential and will not be provided to unauthorized persons. This information will be used to evaluate your suitability to serve as a Police Officer with the Elizabethtown Police Department. Any current or recent criminal activity that is considered serious in nature (as determined by the Chief of Police), will render this confidentiality statement null and void and the information may be forwarded to the appropriate police agency for investigation.

7. After applications are received by EPD, candidates will receive a confirmation email indicating their application packet has been received. All communications with candidates announcing testing dates, providing additional instructions, or requesting supplementary information, etc. will be via email from [kochd@etownpolice.org](mailto:kochd@etownpolice.org), Derek Koch, EPD Chief of Police. Candidates are strongly encouraged to check their emails frequently to avoid missing any dates of the selection process and subsequently being disqualified.

8. A general overview of the EPD hiring process is listed below:

- Application Period
- Physical Agility Test & Written Examination (same date)
- Oral Interview
- Background Investigation
- Borough Council Interviews of top candidates
- Polygraph Examination
- Psychological Evaluation
- Medical Examination & Drug Screening

9. All questions about the application process should be directed to Derek A. Koch, Chief of Police, either by phone at (717) 367-6540, or via email at [kochd@etownpolice.org](mailto:kochd@etownpolice.org).