

**Borough of North East**

**Police Department**

**Job Packet**

**For**

**Crossing Guard (part-time)**

Packet contains the following:

- a. Coversheet
- b. Borough of North East Application for Employment
- c. Position Description
- d. How to obtain required clearances
- e. PDE 6004 Form

BOROUGH OF NORTH EAST  
Job Description

JOB TITLE: Crossing Guard

DEPARTMENT: Police

LOCATION: Various within Borough limits

REPORTS TO: Police Chief

STATUS: Non-competitive, Non-civil service, Seasonal/Temporary hourly employee

NOTE: Crossing Guards may be required to work a variety of crossings in an on call status.

**GENERAL DESCRIPTION:**

This is a non-technical position assisting children and other pedestrians at designated pedestrian crossings. Crossing Guards report to the Chief of Police and requires wearing a safety vest, whistle and carrying a manual stop sign. Position requires working for extended periods of time in all types of weather and may involve working at different locations within the borough limits. Cooperate with other department personnel within the borough as required. Crossing Guards are provided a safety vest, stop sign and whistle; all other clothing is the responsibility of the employee.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assists children and other members of the general public to cross streets at designated pedestrian crossings.
- Directs and controls traffic at designated pedestrian crossings.
- Reports traffic violations to the Chief of Police.
- Monitor assigned crossing area for criminal activity, traffic hazards or other dangers to children using the crossing. Notifies or reports all information to supervisor.
- Submits accurate written reports for all incidents or other emergencies.
- Assists and directs children who may be lost or injured.
- Assists other crossing guards as needed.

**QUALIFICATIONS**

- Must be at least 18 years old.
- Minimum of a high school diploma or GED equivalent
- **Shall obtain and maintain a valid PA Child Abuse History Clearance and Criminal Background Check PRIOR to submitting application for employment. Attach copies of original documentation to packet. Fill/maintain Act 25 requirements.**
- **Shall maintain all required State & Federal clearances throughout employment**
- Must possess and maintain a valid PA State Driver's License
- Have general knowledge of traffic regulations and/or laws.
- Have basic knowledge of borough geography.
- Ability to communicate in an authoritative manner
- Physical requirements, must be able to:
  - Pass an employment physical and/or employment drug screen.
  - Stand for short periods of time up to one (1) hour in all types of weather.
  - Walk briskly, use arms, legs, voice, hearing and sight.
  - Lift and hold up to 20 lbs. for short periods of time.

## HOW TO OBTAIN CLEARANCES

**ACT 34 CRIMINAL RECORD CHECK:** The Pennsylvania State Police Request for Criminal Records (Act 34) **Good for the duration of your program, as long as you are continuously enrolled.**

**P.A.T.C.H. (online process for Act 34):**

- Fee: \$10.00 by using a credit/debit card.
- Go to internet web-site <https://epatch.state.pa.us>
- Select "Submit a New Record Check". Read and click "Accept" on the "Terms and Conditions..." page, and follow instructions on web page.
- Applicant should fill in his/her own name and address for the "Record" status request lines.
- If the results are "No Record" you should receive this response immediately. Print out the "Invoice" with a copy of the State seal embedded on the paper.
- If the response is "Request Under Review, or Pending", you must periodically check back with the website until your request is processed. Results of "Record" will be mailed to the applicant and may not be printed.

**ACT 151 CHILD ABUSE HISTORY CLEARANCE:** The Child Abuse History Clearance (Act 151) **Good for one calendar year from the date of issue. Must be renewed every year.** Pennsylvania Department of Public Welfare PDF form (online) \$10.00

- Applicant Identification: applicant fills in *own* name and address.
- Purpose of Clearance: select school box.
- Fee/Mailing: \$10.00 money order. Personal checks will not be accepted. Send the completed form with payment to the Childline and Abuse Registry. The address is on the form, top-right. Processing time estimated up to 3 weeks.

**ACT 114 FBI FEDERAL CRIMINAL HISTORY RECORD—fingerprint scanning process**  
The Federal Criminal History Record (Act 114) **Good for the duration of your program, as long as you are continuously enrolled.**

- Applicant must register with Cogent Systems—On line: [www.pa.cogentid.com](http://www.pa.cogentid.com) or by calling 1-888-439-2486 Monday thru Friday, 8:00 AM—6:00 PM.
- Fee: \$40.00 using a credit/debit card online or by money order/cashier's check made payable to Cogent Systems at the fingerprint scanning site. Personal checks will not be accepted.
- A photo ID must be presented before fingerprints can be scanned.

**The Borough of North East is an equal opportunity employer**

Some of the information on this sheet may be updated from time to time by the host agency.

- The borough and school district will accept a receipt from [www.pa.cogentid.com](http://www.pa.cogentid.com), indicating the background check was submitted, for employment up to 90 days pending receipt of the official record.
- If an applicant does not receive the official record within 8 weeks after being fingerprinted, contact your supervisor or the Police Chief. Do not call Cogent Systems.
- When you have your fingerprints completed for the Federal Criminal History Record (above) electronically, please request that you receive a hard copy of your fingerprints! You will need to pay an additional fee at the time you are fingerprinted. \$2.50

**If you have any questions, please contact the Chief of Police or the Police Department  
Administrative Assistant**

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**ARREST/CONVICTION REPORT AND CERTIFICATION FORM**  
**(under Act 24 of 2011)**

**Section 1. Personal Information**

Full Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Any former names  
by which you have  
been identified: \_\_\_\_\_

**Section 2. Report of Arrest or Conviction**

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §1-111(e) ("Reportable Offense(s)"). See Instructions on Page 2 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

**Details of Arrests or Convictions**

For any arrest or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested or convicted, the date and location of arrest and/or conviction, and the applicable court.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3. No Arrest or Conviction**

By checking this box, I state that I have never been arrested for or convicted of any Reportable Offense.

**Section 4. Certification**

*By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## INSTRUCTIONS

This standardized form has been developed by the Pennsylvania Department of Education, pursuant to 24 P.S. §1-111(j), to be used by current and prospective employees of public and private schools, intermediate units and area vocational-technical schools for the written reporting by current and prospective employees of any arrest or conviction for an offense enumerated under 24 P.S. §1-111(e).

As required by subsection (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current employees of a public or private school, intermediate unit or area vocational-technical school by December 27, 2011. In addition, as required by subsection (j)(4) of 24 P.S. §1-111, this form shall be utilized by employees to provide written notice within seventy-two (72) hours after an arrest or conviction for an offense enumerated under 24 P.S. §1-111(e) and occurring after September 28, 2011. In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. If you have questions regarding to whom the form should be sent, please contact your supervisor or the school entity administration office.

**PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.**

### LIST OF REPORTABLE OFFENSES

An offense enumerated under 24 P.S. §1-111(e) (a "Reportable Offense") consists of any of the following:

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 

<ul style="list-style-type: none"> <li>▪ Chapter 25 (relating to criminal homicide)</li> <li>▪ Section 2702 (relating to aggravated assault)</li> <li>▪ Section 2709.1 (relating to stalking)</li> <li>▪ Section 2901 (relating to kidnapping)</li> <li>▪ Section 2902 (relating to unlawful restraint)</li> <li>▪ Section 2910 (relating to luring a child into a motor vehicle or structure)</li> <li>▪ Section 3121 (relating to rape)</li> <li>▪ Section 3122.1 (relating to statutory sexual assault)</li> <li>▪ Section 3123 (relating to involuntary deviate sexual intercourse)</li> <li>▪ Section 3124.1 (relating to sexual assault)</li> <li>▪ Section 3124.2 (relating to institutional sexual assault)</li> <li>▪ Section 3125 (relating to aggravated indecent assault)</li> <li>▪ Section 3126 (relating to indecent assault)</li> <li>▪ Section 3127 (relating to indecent exposure)</li> <li>▪ Section 3129 (relating to sexual intercourse with animal)</li> <li>▪ Section 4302 (relating to incest)</li> <li>▪ Section 4303 (relating to concealing death of child)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Section 4304 (relating to endangering welfare of children)</li> <li>▪ Section 4305 (relating to dealing in infant children)</li> <li>▪ A felony offense under section 5902(b) (relating to prostitution and related offenses)</li> <li>▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)</li> <li>▪ Section 6301(a)(1) (relating to corruption of minors)</li> <li>▪ Section 6312 (relating to sexual abuse of children)</li> <li>▪ Section 6318 (relating to unlawful contact with minor)</li> <li>▪ Section 6319 (relating to solicitation of minors to traffic drugs)</li> <li>▪ Section 6320 (relating to sexual exploitation of children)</li> </ul>
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
  
- (3) An offense **SIMILAR IN NATURE** to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
  - the United States; or
  - one of its territories or possessions; or
  - another state; or
  - the District of Columbia; or
  - the Commonwealth of Puerto Rico; or
  - a foreign nation; or
  - under a former law of this Commonwealth.

# Borough of North East Application for Employment

**Instructions: Provide all information requested by printing in ink or typing.**

## GENERAL INFORMATION

Name (Last)		(First)	(Middle Initial)	Home Telephone		
Address (Mailing Address)		(City)	(State)	(Zip)	Other Telephone	
E-Mail Address		Are you legally entitled to work in the U.S.?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Driver's License Number	State	Are you 18 years of age or older?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

## POSITION

Position Or Type Of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Salary Desired		
Date Available		

## EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If no, list the highest grade completed				
<b>College, Business School, Military (Oldest first)</b>				
Name and Location	Number of years attended	Did you graduate?	Degree	Major or Subject
High School		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Occupational License, Certificate or Registration		Number	Where issued	Expiration Date
Languages Read, Written or Spoken Fluently Other Than English				

## VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
Duty or Specialized Training		

## SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

# Borough of North East Application for Employment

**Work Experience (most recent first, include volunteer and military)**

Date (Month/Yr)	Employers Name, Address, Telephone Number	Salary	Position	Reason for leaving
From: To:				
From: To:				
From: To:				
From: To:				

**References (List three personal references who are not relatives or former supervisors)**

Name, Address, Telephone Number	Occupation	Years Known

Have you ever been convicted of a felony or misdemeanor, excluding traffic offenses?    Yes     No

If yes, please explain: (a conviction record will not necessarily be a bar to employment and factors such as age, time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.)

**Information to the Applicant**

I certify that the answers given by me to the foregoing questions and statements and in any interview are true and correct without material omissions of any kind whatsoever. I agree that the Borough of North East shall not be liable in any respect if I am not hired or if my employment is terminated because of false statements, answers or omissions made by me in this application. I also authorize companies, schools or persons to give any and all information they have regarding me whether or not it is in the records. I hereby release said companies, schools or persons from any and all liability for any damage or injury to me arising out of the release of such information. I understand that any misleading or incorrect statements, whether by omission or otherwise, may render this application void, and if employed would be cause for termination. I understand that I may be required to undergo a pre-employment physical examination and /or drug test. I agree to comply with all Borough of North East regulations and policies and understand that my failure to comply will subject me to discipline, up to and including discharge.

As part of the Borough of North East's employment screening, your personal and employment references may be checked. If necessary, you may be required to supply your birth certificate or other proof of authorization to work in the United States. Depending on the position, I may also be required to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above:

Signature of Applicant

Date