



• CRANBERRY TOWNSHIP •

POLICE

DEPARTMENT

ENTRY LEVEL POLICE OFFICER NOTICE

MINIMUM REQUIREMENTS

(1) at least 21 years of age prior to offer of employment, (2) U.S. citizen, (3) valid driver's license, (4) completion of 60 college credits verified by copies of transcripts from schools that are accredited by accrediting agencies recognized by the U. S. Department of Education, (5) and one of the following: PA Act 120 certification; ability to obtain a waiver of training from PA Municipal Police Officer's Education and Training Commission (MPOETC) within 45 days after an offer of employment; or current enrollment in Act 120 training with a satisfactory completion date prior to expected date of hire. Applicants must meet the Department's appearance requirements, which includes a prohibition of visible tattoos when an officer is wearing the summer uniform (short sleeves). Sleeves, make-up, bandages, or other covering are not permitted. Facial hair is permitted within specific requirements. Applicants interested in the requirements may request additional information from the Township's Human Resources Department.

APPLICANT

Must be able to meet or exceed the minimum requirements, complete the "Essential Duties of Police Officer Form," and pass all phases of the selection process. Failing any portion of the selection process shall eliminate the applicant from further consideration.

WORKING CONDITIONS

Individuals will be required to work weekends, holidays, and rotating shifts including daylights, afternoons, and midnights. Officers other than Lieutenants and Detectives or positions that require a flexible work schedule will work twelve (12) hour shifts. Shift options may include steady daylight, evening or rotating daylight and evening shifts.

PROBATIONARY PERIOD

The probationary period for a new police officer shall be one year from the date of hire. Anytime during this probationary period, the officer may be terminated upon action by the Board of Supervisors.

BENEFITS

Overtime shall be paid as per the current Collective Bargaining Agreement, payment for ten holidays throughout the year, health benefits, including eye and dental, uniform allowance, 96 sick hours per year accumulative to 1152 hours, 80 hours of vacation after one year of service, death benefits, and a pension plan. Benefits are subject to the Collective Bargaining Agreement.

The Cranberry Township Police Department also offers a voluntary fitness program with various incentives. Weight and cardio rooms are available for an Officer's use at the Township's municipal building.

SALARY

A police officer for the Township of Cranberry will reach top salary in after 4 years of service. The salary for all full-time and part-time police officers shall be according to the current Collective Bargaining Agreement. 2024 Starting Wage: \$34.51 per hour/\$75,369.00 annually. 2024 Wage after 4 years of service: \$49.29 per hour/\$107,649.00 annually.

RESIDENCY REQUIREMENT

A police officer for the Township of Cranberry shall be required to move within 20 air miles, from any border of the Township, within two years from the date of hire, subject to the Collective Bargaining Agreement.

APPLICANT SELECTION PROCESS SUMMARY

1. **APPLICATION** - Application can be completed online. All applications must be submitted by ***Sunday, July 7, 2024*** by 11:59 p.m.
2. **PHYSICAL AGILITY TEST** – The physical agility test will take place at 9:00 AM on July 16, 2024, at the Allegheny County Police Academy. All applicants who meet the minimum requirements of the position will be sent to the physical agility portion. The test shall consist of the job-related events as listed on the "Notice of Physical Agility Test" form. An applicant must successfully complete and pass all events to receive a passing mark for the physical agility portion.

Each applicant will be required to provide photo identification, Physical Agility Release Form, and a letter from a qualified physician stating they can complete the events prior to taking the physical agility test. Upon completion of the test the applicant will receive written notice or an e-mail of their testing results and if they are still being considered for the position. If still under consideration, instructions for the next step will be given.

3. **INITIAL INTERVIEW** – an initial interview may be included in the hiring process. Inclusion of this step is dependent on the number of applicants who successfully complete the physical agility test and its inclusion will be determined by the Cranberry Township Human Resources Department and Chief of Police. An initial interview may be included

in the process if there are more than five (5) qualified applicants who complete the physical agility test. All applicants will be notified whether an initial interview will be included in the hiring process at the completion of the physical agility test.

Each applicant will be required to provide photo identification prior to the interview.

The interview shall consist of a series of questions asked by the panel to measure common sense, ability to comprehend, general knowledge and demeanor of the applicant.

Once the interview scores are calculated the applicant will receive notice in writing or e-mail advising them if they have or have not scored high enough to continue in the hiring selection process. If the applicant has scored high enough to move forward, instructions will be provided for the next phase.

4. INTERVIEW – the interview list will be determined through one of two ways: (1) if an Initial Interview is not included in the hiring process, all applicants who successfully complete the physical agility test will be selected for an interview or (2) if an Initial Interview is included in the hiring process, the top 5% of applicants based on scoring from the Initial Interview will be considered for an interview. At least 5 of the top 10 applicants with the highest Initial Interview scores will be selected for an interview if that step is included in the hiring process. The interview panel shall consist of three to five scoring members, including a panel of police executives/command staff.

All applicants will start out equally in this phase of the selection process. This interview shall also consist of a series of questions that will measure the applicant’s common sense, ability to comprehend, general knowledge, and demeanor.

5. FINAL SELECTION - the interview panel shall submit a list of selected applicant(s) to the Director of Human Resources or their designee to fill the number of positions open and approved to be filled by the Board of Supervisors for final hiring. The applicant will be notified he has been selected as a final applicant. Before a conditional offer of employment may be made, the following background investigation procedures shall be followed which shall meet, at a minimum, all of the specific requirements of MPOETC and Act 57 of 2020 (the “Law Enforcement Background Investigations and Employment Information Act”). These procedures shall be consistent for each candidate. Each candidate shall be required to execute an authorization and release for the disclosure of employment information from the applicant’s former employing law enforcement agencies on a standard form promulgated by MPOETC. The Chief of Police or other authorized representative shall also sign the form, which shall be used to request employment information from each of the applicant’s former employing law enforcement agencies, if any. At this time, the following requirements of the hiring process need to be completed:

- a. PERSONAL HISTORY STATEMENT/CONFIDENTIAL QUESTIONNAIRE
- b. POLYGRAPH EXAMINATION

- c. EXTENSIVE BACKGROUND INVESTIGATION, WHICH INCLUDES:
 - A. CRIMINAL HISTORY CHECK, INCLUDING THE SUBMISSION OF FINGERPRINTS TO THE STATE POLICE CENTRAL REPOSITORY AND THE FEDERAL BUREAU OF INVESTIGATION
 - B. PROVIDING THEIR CURRENT DRIVERS LICENSE AND DRIVER'S LICENSE CHECK, INCLUDING A REVIEW OF THE CANDIDATE'S DRIVING HISTORY, WHICH INVOLVES A REVIEW OF ALL TRAFFIC VIOLATIONS
 - C. PERSONAL INTERVIEWS CONDUCTED WITH AT LEAST 3 PEOPLE THAT HAVE PERSONAL KNOWLEDGE OF THE APPLICANT BUT ARE NOT RELATED TO THE APPLICANT
 - D. INTERVIEWS OF THE APPLICANT'S EMPLOYERS, IF ANY FOR THE PAST 5 YEARS TO DETERMINE THE APPLICANT'S WORK HISTORY
 - E. A REVIEW OF THE CANDIDATE'S EMPLOYMENT INFORMATION FROM EACH PREVIOUS LAW ENFORCEMENT EMPLOYER (IF ANY) TO DETERMINE THE CANDIDATE'S LAW ENFORCEMENT WORK HISTORY
 - F. VERIFICATION OF THE CANDIDATE'S ELIGIBILITY TO LAWFULLY POSSESS A FIREARM
- d. CREDIT CHECK
- e. PROVIDE ONE OF THE FOLLOWING IF NOT PREVIOUSLY SUBMITTED:
 - 1. ACT 120 WAIVER OF TRAINING
 - 2. PROOF OF CURRENT ENROLLMENT IN 120 TRAINING AND COMPLETION DATE PRIOR CONDITIONAL OFFER OF EMPLOYMENT
 - 3. CERTIFICATION OF ACT 120
- f. PROVIDE PROOF OF HIGH SCHOOL DIPLOMA OR GED AND CERTIFIED COLLEGE TRANSCRIPTS DOCUMENTING 60 CREDITS

FROM AN ACCREDITED COLLEGE OR ATTAINMENT OF COLLEGE DEGREE (IF NOT PREVIOUSLY SUBMITTED).

7. **CONDITIONAL OFFER OF EMPLOYMENT** - Once the final applicant(s) is/are contacted, they will be responsible to sign a conditional offer of employment within 48 hours of notification. The applicant(s) will also have to complete and sign the forms attached to the conditional offer of employment, including a signed and notarized authorization for the release of separation records on a standard form promulgated by MPOETC. Should an applicant fail to sign this or is no longer interested, the offer shall be void and another applicant will be selected from the final list.

Upon receipt of the signed release of separation records, the Chief of Police, or the Chief's designee, shall request separation records through the MPOETC Training and Certification System ("MPOETC TACS") database, pursuant to Act 57 of 2020. The candidate may not proceed further in the application process until the separation record is obtained or a certification that no separation record exists is received from MPOETC.

8. **ADDITIONAL REQUIREMENTS FOLLOWING CONDITIONAL OFFER OF EMPLOYMENT.** The final applicant(s) **MUST** successfully complete the following:
 - a. **MEDICAL EXAMINATION (INLCUDING A STRESS TEST)**
 - b. **PSYCHOLOGICAL EXAMINATION**
 - c. **PROVIDE THEIR SOCIAL SECURITY CARD**