



## FULL TIME POLICE OFFICER

NORTH HUNTINGDON TOWNSHIP

North Huntingdon Township is a growing community of 31,800 people located in Westmoreland County and the Norwin School District. The North Huntingdon Police Department is comprised of 30 full time sworn officers and 5 full time TCO's. The Township is approximately 28 square miles and has convenient access to major highways, US Rt30 and the Pa Turnpike Exit 67.

Qualified persons are invited to apply to the Township of North Huntingdon Civil Service Commission to take competitive examinations leading to eligibility for appointment as a Full Time Patrolman for the North Huntingdon Township Police Department.

Candidates at the time of application must: (1) Possess a diploma from an accredited high school or a graduate equivalency diploma (GED); (2) be Act 120 Certified under the Municipal Police Officers Education and Training Act (Act 120), or shall have successfully completed Act 120 Training and successfully passed the final exam, thus being eligible for Act 120 Certification, once hired by the Township; (3) be a United States Citizen; (4) be physically and mentally fit to perform the essential duties of a police officer; (5) be at least twenty-one (21) years of age; and (6) possess a valid motor vehicle license and be legally eligible to operate a motor vehicle in the Commonwealth of Pennsylvania.

Successful applicants must also meet all the requirements of the Township's Civil Service Rules and Regulations that will include a background investigation, and if extended a conditional offer of employment, be required to successfully pass a physical, psychological examination and drug screening.

A full-time police officer, after hire may live anywhere within a 20-air mile radius of the police station.

An application form and details of the selection process may be obtained at the North Huntingdon Township Building beginning on March 10, 2023, located at 11279 Center Highway, North Huntingdon, PA 15642 or on the Township web page. A completed application, with a \$50.00 non-refundable application fee, must be filed at the aforesaid Township Building by 4:00 P.M., April 3, 2023.

Qualified candidates will be invited to participate in Physical Agility Test at the Allegheny County Police Academy on April 18, 2023 at 9:00 am. Candidates who successfully complete the Physical Agility test will be notified of the date and time of the Written Examination.

## ENTRANCE FITNESS TEST REQUIREMENTS

Entrance Exam (30% Cooper)	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+
Sit-up (1 Min Reps)	35	32	27	21	17	30	22	17	12	4
300 Meter Run (Time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push-up (1 Min Reps)	26	20	15	10	10	13	9	7	7	7
1.5 Mile Run (Time)	13:15	13:44	14:34	15:50	15:50	15:46	16:42	17:29	19:10	19:10

### **Testing Order:**

1 Minute Sit-up  
300 Meter Run  
1 Minute Push-up  
1.5 Mile Run

This is a cumulative test and all events must be completed within two (2) hours.

All applicants should be afforded a minimum rest time of five (5) minutes between events.

If an applicant does not fall into one of the listed age categories, special authorization must be obtained from MPOETC before testing can be accomplished.

Applicants are required to pass the Entrance Fitness Test with a score at the 30<sup>th</sup> percentile (chart above) in each event based on their age at the time of testing.

If an applicant is unsuccessful in any event, testing is immediately ended (failure) and no other events can be attempted at that time.

## North Huntingdon Township Police Wages and Benefits

2023 Probationary Year Base Rate (70% of Senior Patrol Officer Rate): Total compensation (from CBA Benefits) to be approximately \$69,285.87, if probationary year is completed.

New officers top out at Senior Patrol Officer Rate after six (6) completed years. Senior Patrolman Base rate for 2024 final year of the CBA is \$89,549.66.

2024 Senior Patrolman total compensation is approximately \$107,563.48.

\*Patrol Officers work a 12-hour schedule and the extra yearly 104 hours are paid at overtime rate. The 12-hour schedule officers get every other weekend off.

\*Officers receive guaranteed Eleven (11) 12-hour paid holidays (132 Hours pay even if not worked). Worked holiday hours are paid at double time and a half.

\*Shift Differential (Probationary Year): 2.5% of hourly rate with a minimum 80 cents per hour for hours worked between 3pm-7am.

\*Longevity Pay: Starting in year three at 3% and then add 1% per year each year cumulative to 25 years of service. (Max Longevity is 25% of base pay)

\*Vacation maximum is 204 hours after 20+ years of service

\*Yearly Personal Time: 36 Hours

\*Compensatory Time can be earned throughout the year

\*PMRS Pension – Currently 5% contribution (Retirement age is 55 with 25 years' service)

\*Three (3) year DROP Pension option

\*Short Term Disability (Paid by Township)

\*Long Term Disability (Paid by Township)

\*Medical Coverage (Choice of Highmark or UPMC) / Dental Plan / Vision

\*Life Insurance \$50,000 which continues after retirement.

\*Yearly Uniform Allowance \$800

# **NORTH HUNTINGDON TOWNSHIP**

# **POLICE OFFICER APPLICATION PACKET**



**APPLICATION INCLUDES:**

## Questionnaire

## APPENDIX A: Notification Procedure Release

## APPENDIX B: Waiver and Release for Background Investigation

## APPENDIX C: Description of Essential Duties of a Police Officer

**GENERAL INSTRUCTIONS:** This application consists of several sections: a questionnaire; a Notification Procedure Release; a Waiver and Release for Background Investigation; and a Description of Essential Job Functions. Each one of these sections must be completed in order for the Township of North Huntingdon to accept the application as complete. Fill out the details below, print, sign and submit to the Township Administration office at 11279 Center Hwy, North Huntingdon, PA 15642. DO NOT EMAIL YOUR SUBMISSION. If a particular question does not apply to you, state so 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.

## QUESTIONNAIRE

Middle Name

## 2. Social Security Number

3. Alias(es), Nickname(s) Maiden Name, Other Changes in Name      4. Primary Phone Number

#### 4. Primary Phone Number

City State

e ZIP Code

6. U.S. Citizen: \_\_\_\_\_ Naturalization No. \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_ Court \_\_\_\_\_

## 7. Email Address

8 Residence: List all for the past ten years beginning with the most current. Provide the start & end date

**9. FAMILY.** List in order given showing relationship, parents, guardians, stepparents, foster parents, parents in-law, brothers, sisters, stepbrothers and step-sisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

Relationship	Name	Address If Living
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**10. VEHICLE OPERATOR'S LICENSE.** Give the following information concerning any vehicle operator's license you have held or now hold.

Type of License	Number	Issuing Authority	Expiration
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Have you ever had a license suspended or revoked?

**11. CONVICTION OF CRIME.**

Have you ever been charged or convicted of a misdemeanor, felony or greater criminal violation? (Yes/No)  
If yes, state violation, court of jurisdiction and disposition including date of disposition.

## 12. FINANCIAL STATUS.

Do you have any income from any source other than your principal occupation?  
(Yes/No) How much? How often? The source(s)

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

Name and Address of Financial Institution:

Type of Account:

### **13. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.**

List all past and present memberships you have / had possessed in any organization. Include the name of the organization, the type of organization (social, fraternal, professional, etc.), your membership dates, and any offices held.

## 14. 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?

Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee?

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 identified above?

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 affiliated.

#### **15. EDUCATION.**

A. List all high schools attended. Provide the name of the school(s), full address(es) including city & ZIP, and any diplomas received.

B. Higher Education. List all colleges or universities attended. Attach transcript from last institution. Include the name of the institution, address, years attended, credit hours achieved, and any degrees received

Major and Minor Courses.

C. Other Schools or training (trade, vocational, military). List for each the name and location of school, years attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

D. Police Academy. List the name and location of the academy, graduation date, and Municipal Police Officer Education Training Certification (MPOETC) Number , if applicable.

#### **16. 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 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 minute:

Keyboard or typing

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.)

**17. FOREIGN LANGUAGE.** Indicate the language and your fluency/proficiency.

**18. FOREIGN TRAVEL.** List the dates of travel, the country traveled to, and the purpose of the travel. Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

**19. Hobbies and Sports.**

List the name, length of participation, and level of proficiency

**20. EMPLOYMENT.** Begin with your most recent job and list your work history for the past 10 years, including part-time, temporary or seasonal employment and all periods of unemployment.

From Date	To Date	Job Title	Reason for leaving
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Name and Address of Employer

Salary	Name of Supervisor	Name of Co-Worker
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Description of Duties

From Date	To Date	Job Title	Reason for leaving
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Name and Address of Employer

Salary	Name of Supervisor	Name of Co-Worker
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Description of Duties

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Description of Duties

From Date	To Date	Job Title	Reason for leaving
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Name and Address of Employer

Salary	Name of Supervisor	Name of Co-Worker
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Description of Duties

If additional employer blocks are needed, attach requested information on separate sheet.

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 your employer intended to discharge you for any reason? If yes, explain. List name and address of employer, approximate date and reasons in each case.

## 21. MILITARY STATUS.

Have you ever served in the U.S. Armed Forces?

Are you currently serving in the U.S. Armed Forces?

Have you completed your initial enlistment?

9

If yes, attach photostatic copy of **discharge or separation** papers.

Do you claim veterans' preference?

If yes, include a copy of your DD 214.

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor, felony or greater offense? If yes, list date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident. Use separate sheet to record this information.

B. Are you presently a member of a U.S. Reserve or State Guard organization? If yes, complete the following:

Grade and Service No.:

Service and Component: Organization and Station or Unit and Address:

Indicate reserve obligation and status, if any.

**22. SELECTIVE SERVICE.** (Please provide a copy of your Discharge Papers – DD 214)

### Last Classification:

Selective Service No.:

Date:

### Local Board:

Address:

**23. CHARACTER REFERENCES.** List only character references that have definite knowledge of your qualifications for the position of application. List five character references. (Do not list relatives, former employers or persons living outside the United States.) Provide their full name, address, primary and work phone numbers, and years known.

**24.** 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, provide details.

**25.** Have you ever applied for a position with any other governmental agencies? Have you ever voluntarily or involuntarily been removed from any formal application process? If yes to either, provide details.

**26.** List all current social media accounts. Include a link to the account or your handle for that account if applicable.

## Verification

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that the information I have provided in the application is true and correct to the best of my knowledge, belief and are made in good faith. 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.

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Signature of Applicant

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Date

## **APPENDIX A**

### **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 North Huntingdon Township Police Department.

If conventional methods fail in attempting to contact the applicant a certified or registered letter will be sent to the applicant's address listed on the application. Should the registered 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 North Huntingdon Township Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges reading and understanding the contents of this procedure.

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Date

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Signature

## APPENDIX B

### **Waiver and Release for Background Investigation**

I, \_\_\_\_\_, am presently applying for employment as a police officer with North Huntingdon Township, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to North Huntingdon Township.

By 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 North Huntingdon Township. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of North Huntingdon Township, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for North Huntingdon Township 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 North Huntingdon Township to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by North Huntingdon Township in determining my suitability for employment as a police officer. It is my specific intent to provide North Huntingdon Township 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 me, 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, then-elected and appointed officials, employees and agents and all others 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 North Huntingdon Township, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give North Huntingdon Township the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a North Huntingdon Township employee. I release and hold harmless North Huntingdon Township, 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 under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by North Huntingdon Township in conjunction with employment procedures.

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

A photocopy or facsimile of this release form 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 year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

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 all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Date \_\_\_\_\_ Signature \_\_\_\_\_

## APPENDIX C

### PROBATIONARY POLICE OFFICER ESSENTIAL JOB FUNCTIONS

*The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Enforces all Township and State codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime and promote security.
2. Effect an arrest, forcibly if necessary, using handcuffs and other restraints, subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
3. A police officer exercises rational judgement, is capable of working independently of direct supervision, and maintains the confidence and trust of peers, superiors and general citizenry.
4. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
5. Exercise independent judgement in determining when there is reasonable suspicion to detain, when to probable cause exists to search and arrest, when force may be used and to what degree.
6. Operate Law Enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
7. Communicate effectively and coherently over Law Enforcement radio channels while initiating and responding to radio communications.
8. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
9. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting Law Enforcement patrol vehicle, lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces climbing through openings, jumping over obstacles, ditches and steams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
10. Load, unload, aim and fire from a variety of body positions, handguns, shotguns, patrol rifle and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
11. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
12. Conduct visual and audio surveillance for extended periods of time.

13. Engage in Law Enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
14. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
15. Demonstrate communication skills in court and other formal settings.
16. Detect and collect evidence and substances that provide the bases of criminal offenses and infractions, and that indicate the presence of dangerous conditions.
17. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
18. Perform rescue functions at accidents, emergencies and disasters, to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying away from dangerous situations, and securing and evacuating people from particular areas.
19. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
20. Put on and operate a gas mask
21. Extinguish small fires by using extinguishers and other appropriate means.
22. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
23. Process arrested suspects to include taking their photographs and obtaining legible set of fingerprints.

**NOTE:** The successful probationary officer must be able to perform ALL of the above essential job functions of an inexperienced Police Officer, unassisted, and at the pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

I have reviewed the above list of essential job functions for a North Huntingdon Township Police Officer and believe that:

I can fully perform all the duties with or without reasonable accommodations.

I cannot fully perform all duties even with accommodations.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**EXTRA PAGE 1**

**EXTRA PAGE 2**

**EXTRA PAGE 3**