

SHALER TOWNSHIP
POLICE CIVIL SERVICE EXAMINATION NOTICE
Starting Salary: \$54,224.65

WRITTEN EXAMINATION: Saturday, April 1, 2017 10:00 a.m., at the Shaler Area Intermediate School located at 1810 Mt. Royal Boulevard, Glenshaw, PA 15116. **Late arrivals will not be admitted.**

Other mandatory components of the civil service test are an oral examination, a background check, a physical agility test, a medical examination, a psychological examination and a polygraph examination. A complete copy of the Shaler Township Civil Service Rules is available for inspection during regular business hours at the Shaler Township Municipal Building, 300 Wetzel Road, Glenshaw, PA 15116 or online at www.shaler.org under Public Safety / Application & Forms.

APPLICATION: Any person interested in the position of Police Officer who meets the General Requirements listed below may obtain the required Application at the Shaler Township Municipal Building. The Township Building is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Call 412-486-9700 if you have any questions. A complete application form is also available online at www.shaler.org under Public Safety / Application & Forms.

Completed applications, including a legible photocopy of a valid driver's license and other required documentation must be received in the Office of the Township Manager, Shaler Township Municipal Building, 300 Wetzel Road, Glenshaw, PA 15116 on or before **FRIDAY, MARCH 24, 2017 at 12:00 Noon. Applications received after that time and date will not be accepted.**

EXAMINATION FEE: A **\$50.00 application fee** must be submitted with your Application. A check or money order payable to "Shaler Township" or cash are acceptable forms of payment.

GENERAL REQUIREMENTS: Applicants must:

1. Be at least 21 years of age before the deadline for submitting completed applications.
2. Be a U.S. citizen and meet all State and Federal requirements for being a police officer.
3. Possess a current, valid license to operate a motor vehicle in Pennsylvania. License with a photo identification must be presented at time of filing the application and a Pennsylvania operator's license must be obtained prior to appointment and maintained throughout employment.

EDUCATIONAL REQUIREMENTS OR PRIOR EXPERIENCE: Applicants must:

1. Have successfully completed the Pennsylvania Municipal Police Officers' Basic Training Program requirements commonly known as Act 120 training and shall commit to the taking of and successful completion of a certification examination administered by the Pennsylvania Municipal Police Officers' Education and Training Commission within sixty (60) days of notice by the Township to take and pass the examination and such other qualifications as are set forth in the Shaler Township Civil Service Rules.
2. Possess a diploma from an accredited high school or graduate equivalency diploma.
3. Possess a 2-year Associate's Degree with sixty college credits obtained from an accredited college or university recognized by the U.S. Secretary of Education, the Council of Higher Education Accreditation or the Association of Specialized and Professional Accreditors or possess a minimum of four (4) years consecutive experience as a full-time active duty police officer within five (5) years prior to application with an agency having powers of arrest under State, Federal or Military law. For purposes of this requirement, the Township will consider an applicant as having full-time active duty police experience if the applicant was employed as an active duty police officer with an agency having powers of arrest under State, Federal or Military law in excess of fifteen hundred (1,500) hours each year for four (4) consecutive years within five (5) years prior to application.

False or incorrect information will void the application.

The Township of Shaler is an equal opportunity employer.

TO ALL POLICE OFFICER CANDIDATES

The Shaler Township civil service application process is straightforward. There is a list of items that you must provide in order to submit a complete application. **ALL** of the requested information **MUST** be provided in order for you to participate in the testing process.

The Application also asks for some additional information such as your **high school diploma and college transcripts, proof of your Act 120 Certification, a photocopy of your Birth Certificate showing proof of age and citizenship, a photocopy of your Motor Vehicle Operator's License**. Read the Application carefully. You don't want to jeopardize your consideration by failing to provide all of the appropriate information.

If you are claiming Veterans' Preference Points, your Application **MUST** contain a copy of your Certificate of Release or Discharge from Active Duty, DD-214, Member Copy. Other copies that do not contain your character of service are insufficient and will be rejected.

You are required to return your Application to the Shaler Township's Manager Office **IN PERSON** and **NO ONE ELSE CAN REGISTER OR RETURN YOUR APPLICATION FOR YOU!** You will be asked for proper identification and assigned an Application Number when the documentation is returned to Shaler Township. If you need to make special arrangement to return the application after normal business hours which are 8:00 a.m. to 4:30 p.m., Monday through Friday, please contact Mrs. Sherry Martin, at 412-486-9700, ext. 211.

Good Luck!

Shaler Township Civil Service Commission

TOWNSHIP OF SHALER
300 Wetzel Road • Glenshaw, PA 15116-2288
412-486-9700

APPLICATION FOR POLICE OFFICER

Shaler Township is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color religion, national origin, ancestry, sex, non-job related disabilities or age. All information requested on this application is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions: This application must be completed in its entirety together with all required Releases. Please print in ink or type. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use the reverse side and use the number of the reference block. If, because of disability, you need assistance in completing this application form please notify the Manager's Office at 412-486-9700.

Date _____

Name _____

Social Security No. _____

Present Address _____

Phone No. _____

City/State/Zip _____

E-mail: _____

Are you over 21 years of age? _____ Are you a U.S. Citizen? _____ (Please attach copy of Birth Certificate)

List any friends or relatives presently working for Shaler Township _____

If hired, how soon will you be available for work? (Date) _____

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

Have you ever had a license suspended or revoked? _____

EDUCATION

School	Name and Address	Course	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			1	2	3	4		
High			1	2	3	4	Yes No	Please Attach Diploma / GED
College			1	2	3	4	Yes No	Please Attach Transcript
Other			1	2	3	4	Yes No	Please Attach Transcript

Are you presently enrolled in a school? _____ If so, give name and address of school _____

Do you have at least a 2-year Associate's Degree? _____ Date obtained: _____ Number of college credits received: _____

List all Degrees and dates received: _____

MILITARY

Branch of Service	Length of Service	Rank at Separation
While in the military service, were you ever convicted for any crime graded as a misdemeanor or felony? If yes, give date, place, type of court or court martial, charge and action taken for each incident, using a separate sheet to record this information.		Specialized Training
Reserve Requirements:		Are you presently a member of the U.S. Reserve or State Guard Organization? _____ If yes, please give Station or Unit and its address.
Have you been Honorably discharged? _____		If you are claiming Veterans' Preference Points, please attach your DD-214 Member Copy of your Certificate of Release of Discharge from Active Duty.

EXPERIENCE. List all positions you have held, beginning with most recent.

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior
Phone:						

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior
Phone:						

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior
Phone:						

Name and Address of Company	From	To	Position Held	Salary	Reason for Leaving	Name and Title of Superior
Phone:						

May we contact the employers listed above? _____ If not, which one (s) do you not wish us to contact. _____

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 reasons:

REFERENCES (exclude past employers and relatives)

Name and Occupation	Address	Phone Number

Since your 18th birthday, have you ever been convicted of a misdemeanor, felony or greater criminal violation? (Yes / No) If yes, state violation, court of jurisdiction, date of conviction. _____

OTHER QUALIFICATIONS

Describe the types of equipment you are capable of operating, (machines, vehicles, computers, etc.).

List any trade, professional or skills certificates you hold.

OTHER INCIDENTS AND APPLICATIONS

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 exploration?

Have you ever applied for a position with any other government agency or Police Department? If yes, please give details and dates.

Summarize special skills, abilities or experience which qualify you for this position.

The facts set forth in my application for employment are true and complete. I understand that if employed, any misstatement, falsification or concealment shall constitute grounds for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

VERIFICATION

I verify that there are no misrepresentations, omissions, or falsification in the foregoing statements and answers, and that the entries made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities.

Date

Signature of Applicant

OFFICE USE - DO NOT WRITE ON THIS PAGE

INTERVIEWER	DATE	COMMENTS

REFERENCE CHECK RESULTS

PAST EMPLOYERS	PERSONAL REFERENCES

**POLICE OFFICER APPLICATION
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 Township.

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 certified 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 the Township Police, in writing, of the address change. By affixing your signature to this form the applicant acknowledges that they have read and understood the contents of this procedure.

Date

Signature

VERIFICATION OF CRIMINAL OFFENSES

I hereby certify that I have never been convicted of an offense involving Section 2504 (relating to involuntary manslaughter), Section 2701 (relating to simple assault), Sections 2702(a)(3), (a)(4), and (a)(5) (relating to aggravated assault), or Section 2705 (relating to reckless endangering) of the Crimes Code, either in Pennsylvania or of any equivalent offenses in any other jurisdiction, against my spouse or other person with whom I have resided or have formerly resided, and commonly known as "Domestic Violence".

I verify this statement as being true and correct to the best of my knowledge or information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) (relating to unsworn falsification to authorities).

Date

Applicant

ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards;
2. Climbing over obstacles;
3. Crawling;
4. Pushing motor vehicles;
5. Pulling or carrying accident, fire and crime victims;
6. Using physical force to apprehend and subdue arrestees;
7. Withstanding prolonged exposure, as long as eight (8) hours, to extreme weather conditions;
8. Withstanding prolonged periods of standing or sitting;
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes or suicide;
10. Dealing with domestic disputes;
11. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or fellow police officers;
12. Communicating effectively with individuals suffering from trauma;
13. Operating a motor vehicle for long periods of time;
14. Using a firearm effectively; and
15. Filling out written reports in a clear and concise manner.

I have reviewed the above list of essential job functions for a Township police officer and believe that:

- I can fully perform all duties with or without reasonable accommodation.
- I cannot fully perform all duties with or without reasonable accommodation.

Printed Name: _____

Signature: _____ Date: _____

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____, am presently applying for employment as a police officer with the Township of Shaler, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, consumer information, 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 the 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 the 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 the 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 the 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 the Township to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by the Township in determining my suitability for employment as a police officer. It is my specific intent to provide the 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 record history, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints, 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 sealed.

I hereby release all former employers identified in my employment application, and, if applicable, their 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 the Township of Shaler, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give the Township the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Township employee. I release and hold harmless the Township of Shaler, 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 nature 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 these rights with the understanding that information furnished by any former employer will be used by the Township in conjunction with employment procedures.

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

A photocopy or facsimile of this release form will be as 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 thirty (30) months 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. [Amended February 14, 2012].

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.

Printed Name: _____

Signature: _____ Date: _____

ACKNOWLEDGMENT UNDER OATH

COMMONWEALTH OF PENNSYLVANIA)
)
COUNTY OF ALLEGHENY)

SS:

On this, the ____ day of _____, 2017, before me, a Notary Public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within Waiver and Release for Background Investigation, and acknowledged that he / she fully understood its contents and freely executed same for the sole consideration therein.

IN WITNESS THEREOF, I have hereunto set my hand and official seal.

Notary Public

My commission expires:

POLICE OFFICER APPLICATION

VERIFICATION

I verify the statements that are made in this Application are true and correct to the best of my knowledge, information and belief and that this Verification is being made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Applicant

Notice of Shaler Township Civil Service Written Examination

Date and Time

Application Number

Full Name of Applicant Printed

Signature of Applicant

Address of Applicant

Address of Applicant

Dear Applicant for position of Police Officer:

Your application materials for the position of Police Officer have now been received and will be reviewed administratively to make sure that all required information and documentation has been provided. Any required information and documentation not yet provided must be received prior to the application deadline and your application is incomplete until the missing items are received. This Notice is to officially inform you that the written examination portion of the examination for the position of Shaler Township Police Officer will take place on **Saturday, April 1, 2017, 10:00 a.m.**, at the Shaler Area Middle School, 1810 Mt. Royal Boulevard, Glenshaw, PA 15116. The best area to park will be in the southern parking lot between the Shaler Area Middle School and the Shopping Center as the entrance to the cafeteria is on the northern end of the building. Check-in will begin at 9:00 a.m. and applicants are required at that time to present a valid photo driver's license and **must report 15 minutes prior to the starting time for the test. Applicants will NOT be admitted into the testing room without a valid photo driver's license.**

The candidates will be ranked according to their scores after the written examination and only those applicants scoring higher than seventy (70) percent and having one of the top twenty-five scores on the written examination will be eligible to proceed further in the examination process. Applicants scoring less than seventy (70%) percent and those applicants not having one of the top twenty-five scores on the written examination shall be rejected. Thus, even applicants having a passing grade on the written examination may not continue in the application process unless the applicant is one of the top twenty-five (25) scores including ties on the written examination.

Good luck on the written examination!

Very truly yours,

Secretary
Shaler Township
Civil Service Commission

cc: Applicant for the position of Police Officer

APPLICATION AND EXAMINATION FEE RECEIPT

Applicant Name: _____ S.S. No. _____

Check / Money Order Number / Cash _____

Date and Time Application Filed: _____

CERTIFICATION

I certify that I currently possess, at a minimum, an Associate's Degree with a minimum of sixty (60) college credits from an institution of higher learning recognized by the U.S. Secretary of Education, the Council of Higher Education Accreditation or The Association of Specialized and Professional Accreditors, or, I have four (4) years consecutive experience as a full-time active duty police officer within five (5) years prior to application with an agency having powers of arrest under State, Federal or Military law.

I understand that my qualifications will be verified through the background investigation and polygraph examination process. I am aware that should such investigation at any time disclose any misrepresentation, falsification, omission or concealment of material fact regarding my background, my application may be disqualified from further processing for the position of police officer.

YOUR COMPLETED APPLICATION MUST CONTAIN THE FOLLOWING DOCUMENTS:

- Proof of Pennsylvania Act 120 CERTIFICATION.
- Photocopy of BIRTH CERTIFICATE showing proof of AGE and CITIZENSHIP.
- Photocopy of HIGH SCHOOL DIPLOMA or GED.
- TRANSCRIPT from Institution of Higher Learning if insufficient prior law enforcement experience.
- Photocopy of Motor Vehicle OPERATOR'S LICENSE.
- Fifty (\$50.00) dollar CHECK / MONEY ORDER payable to Shaler Township or CASH.
- DD-214 - CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY MEMBER COPY** showing character of service if claiming Veterans' Preference Points.

By signature of this receipt, I affirm all information given above is true and complete.

Applicant's Signature

Date

Shaler Township Police Department Policy and Procedure



Special Order Number: 1_2014
Subject: Personal Appearance
Issue Date: 04/08/2014 **Effective Date:** 04/08/2014
Rescinds: Any conflicting orders.
Amends: None
Standard: TBD
By order of: Chief Bryan B. Kelly
Reevaluation Date: TBD
No. of Pages: 3
Distribution: All Personnel

This order consists of the following sections:

1.1.1 Personal Appearance

I. Purpose

The purpose of this Special Order is to establish personal appearance standards for all members of the Department while performing their official duties or acting in any official capacity and representing the Shaler Township Police Department.

II. Policy

It shall be the policy of the department that all personnel comply with the provisions of this special order.

1.1.1 Personal Appearance.

A. All employees - generally.

1. Employees will maintain a clean, neat, and well-groomed appearance in dress and deportment at all times during working hours, or whenever representing the department.

B. Police Officers.

1. Uniformed.

- a. The uniform identifies a police officer as a representative of the Department, and shall be clean, well pressed, and buttoned appropriately at all times.
- b. Shoes and leather gear will be polished and well maintained.

- c. All personnel are expected to groom themselves in such a way as to present a professional image while performing their official duties.
- d. Hair is to be clean and neat. The length or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. In all cases the bulk or length of hair shall not interfere with the normal wearing of departmental headgear.
 - 1) Male officers must wear their hair neatly trimmed and tapered to the sides of the head and to the back of the neck. Hair may not cover the ears.
 - 2) Facial hair is restricted to a moustache. The moustache is to be neatly trimmed and must not extend beyond the corner of the mouth.
 - 3) Sideburns must be neatly trimmed, end in a clean horizontal line, not be flared and may not extend below the ear opening.
 - 4) Female officers must style their hair in such a manner as to prevent it from extending or hanging beyond the bottom edge of the shirt collar while on duty. The style shall not interfere with the normal wearing of departmental headgear. Pony tails are not permitted and braids must be securely pinned.
 - 5) No bows, ribbons or ornaments shall be worn. Either black or brown bobby pin or barrette is permissible for female officers.
 - 6) Wigs or hairpieces worn on duty must conform to the same standards as natural hair.
 - 7) Hair colors are restricted to naturally occurring colors only.
- e. Body Piercing Prohibition
 - 1) No member shall attach, affix, or display objects, articles, jewelry or ornamentation to, or through the ear, nose, tongue, or any exposed body part, or cannot be visible through the clothing, while on duty, or representing the department.
 - a) Exception: On-duty female officers may wear one (1) small, conservative pierced or clip on earring per ear. So long as it does not present a potential safety hazard.
 - 2) Foreign objects inserted under the skin, split tongue or gauged ears are prohibited. Dental veneers for the purpose of ornamentation are prohibited. Novelty contact lenses that alter the appearance of the eyes are prohibited.
- f. Body Art and Tattoo Prohibition
 - 1) It is not the intent of the Department to deny any employee the ability to personally express him or herself. The department does however require

that all employees maintain a professional and conservative appearance. Therefore, the Department prohibits the display of excessive and overly conspicuous tattooing, such as “full sleeve” tattoos and tattoos located on the face, head, neck (above the collar bone and visible with an open collared shirt), and the hands. Tattoos on the arms will not be visible below the sleeve of the summer uniform shirt.

- 2) Policies and prohibitions regarding tattoos apply to all forms of body art including, but not limited to, branding, scarification and skin implants.
- 3) All officers are prohibited from exposing, or being visible through the clothing, any tattoos, brands or body art anywhere on the body that are obscene or that advocate sexual, racial or religious discrimination while on duty, or representing the department.

g. Fingernails

- 1) Fingernails must be kept clean and neatly trimmed. Only clear nail polish may be used.

h. Jewelry

- 1) The wearing of visible jewelry will be limited to a wristwatch, a medical alert bracelet or necklace, and one ring. Ornamental necklaces or chains shall not be exposed or interfere with the officers performance of duty.

i. The following regulations will be followed by all officers:

- 1) Only departmentally approved uniforms and equipment shall be worn and utilized.
- 2) Shirt collars and cuffs shall be buttoned and the tie properly adjusted (when applicable).
- 3) Badge and hat emblem will be cleaned and polished.

(1.)The badge shall be worn on the outermost garment over the left breast pocket.

- 4) Collar emblems, name tags, and whistle chain shall be worn in the manner designated by the Chief of Police.

2. Plainclothes Officers.

- a. Shall, while not on special undercover assignments, be well groomed, neat, and conservatively attired projecting a positive, credible image.

C. Civilian employees.

1. Shall adhere to the “dress code” guidelines established by the Chief of Police.