

BOROUGH OF JEFFERSON HILLS

**925 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA
15025**



POLICE TEST

MARCH 23, 2019

**POLICE OFFICER
BOROUGH OF JEFFERSON HILLS
CIVIL SERVICE EXAMINATION**

Applications to take the test for the position of full-time, entry-level police officer are being accepted on behalf of the Borough of Jefferson Hills, Civil Service Commission. Applications will be accepted until 3 PM on Wednesday, March 13, 2019 at the Jefferson Hills Police Department, 925 Old Clairton Road, Jefferson Hills, PA 15025, 412-655-2222.

Jefferson Hills is a growing suburban community, located 13 miles south of the City of Pittsburgh, city center. It is an economically diverse community with excellent schools and has been recognized as a great place to raise a family. The police department consists of 19 full-time police officers, with opportunities for officers to participate in specialized programs and assignments. Salary range: \$52,931 (1st year) - \$92,054 (5th year - at 2019 rate) with an attractive benefit package.

Information concerning minimum eligibility requirements is contained in the application package. Applications, instructions and complete job description are available at www.jeffersonhillsboro.org or at the Jefferson Hills Police Department office. Completed applications are to be returned with a non-refundable fee of \$35.00 only to the police department office. The applicant fee will be waived for applicants currently enrolled in a police academy with proof of continued enrollment and submitted with application. A physical agility test is scheduled for the morning of Saturday, March 23, 2019, with a written test to immediately follow that same day for those who pass the physical agility test.

Borough is an EOE. Borough of Jefferson Hills, Civil Service Commission

INSTRUCTIONS

1. The single, non-refundable application fee covers the application and testing process. The applicant must verify for himself or herself that he or she is interested and meets qualification criteria for employment as an entry level police officer in Jefferson Hills. Minimum qualifications for the position are set forth in the information accompanying these instructions. Failure to meet these minimum requirements will automatically preclude employment.
2. The applicant is responsible for securing the required training and certification by the stipulated time at his or her own expense. MPOETC Act 120 Certification is required at time of job offer. Jefferson Hills will not send an applicant to an academy.
3. Completed applications are to be returned only to the Jefferson Hills Police Department, 925 Old Clairton Road, Jefferson Hills, PA 15025, no later than 3 PM on Wednesday, March 13, 2019. Applications may be mailed or delivered in person. Applications will not be accepted if received after the deadline. Only the following four items are to be submitted:
 - a. the completed, signed Application,
 - b. the signed Applicant's Release,
 - c. the signed Physician's Certification, and
 - d. the non-refundable application fee in the amount of \$35.00, payable in cash, check, or money order OR in the case of a current Police Academy trainee, proof of active and continued enrollment in that Pennsylvania M.P.O.E.T.C. recognized Academy (typically, a letter from that Academy Director).

Checks should be made payable to "Borough of Jefferson Hills".

4. Incomplete application packets will result in automatic disqualification. No additional attachments or resumes are to be included with the submission.
5. Providing false or inaccurate information will subject the applicant to immediate disqualification.

INSTRUCTIONS

6. Testing: The Physical Agility/Fitness Test is scheduled to be conducted on **Saturday, March 23, 2019 at 9:00 AM** and the Written Examination will be administered immediately following Physical Agility Test completion. Testing will be conducted at the Jefferson Hills Municipal Center, 925 Old Clairton Road, Jefferson Hills, PA 15025. Registration is from 8:15 AM to 8:45 AM on the day of the test. Note: Should there be a need to postpone the test (e.g. unsafe to perform Physical Agility/Fitness Test in inclement weather, etc.), applicants will be notified ASAP via the contact information they supplied. The make-up date is tentatively scheduled for the following Saturday.
7. Identification containing the applicant's photograph will be required at the test site to be admitted to the test(s).
8. Physical Agility/Fitness Test – Is scored in a Pass/Fail manner. The applicant must pass all elements of the Physical Agility Test to be eligible to take the Written Examination. Failure of any one of the events in the Physical Agility/Fitness Test is a failure of the entire test. If one event is failed, the testing process is terminated for the applicant at that point.
9. Written Examination - Passing score is 80% and the applicant must be within the top 20 in order to qualify for the Oral Examination, to be held at a later date. Written Tests will not be scored the date of the test but instead will be sent to an independent testing agency for scoring. Applicants will be notified of their scores by mail.
10. Oral Examination – Passing score is 80% for those applicants that were invited to the Oral Examination. Applicants invited to the oral examination will be required to submit proof of military service (Form DD214 listing "Honorable Discharge") if requesting Veteran's Credit prior to the admission to the Oral Examination process. Applicants must also show proof of United States Citizenship as required by Federal law.
11. Receiving a passing score on all tests does not guarantee employment but merely qualifies applicants for inclusion on the Civil Service Eligibility List and in accordance with the Borough's Civil Service Rules and Regulations and/or hiring practices and policies.

APPLICANT'S RELEASE
PHYSICAL AGILITY/FITNESS TEST

As an applicant for the Examination for Entry Level Police Officer, I understand that I will be required to undergo a Physical Agility/Fitness Test consisting of the following:

300 METER RUN

Cover the required distance of 300 meters within 67.0 seconds.

SIT-UPS

With legs bent at a 90-degree angle, heels on the mat or ground, fingers interlocked behind the head, lift the body, touch elbows to knees, and return to the starting position, shoulders touching the mat or ground, 30 times within one (1) minute. Feet may be together or apart and may be held but not knelt upon by another. Fingers must stay interlocked behind the head throughout the event. The back cannot be arched and the buttocks cannot be lifted from the mat. Rest is permitted in the up position.

PUSH-UPS

From a front supported position, hands and feet (toes), lower body as a unit with shoulders, hips and legs in the same plane, lowering the body by bending the elbows until the upper arms/triceps are parallel to the ground, and return to a front supported position by straightening the arms, 13 times. Rest is permitted in the up position. There is no time limit.

1.5 MILE RUN

Cover a measured distance of 1.5 miles on an assigned course within a sixteen (16) minute time frame.

I have read and understand the requirements of the Physical Agility/Fitness Test set forth above and knowing this, I believe myself to be in good health and physically fit to participate in this test. I represent that to the best of my knowledge and belief I have no physical condition that would likely cause physical injury, disability, or illness as a result of attempting to perform the elements of the test as described above. In consideration of processing my application, and intending to be legally bound, I hereby release, indemnify and hold harmless the Borough of Jefferson Hills and their agents, their elected officials, their appointed officials, their Civil Service Commission and their members, and the owners, custodians, directors and employees of the property on which the test is given from all claims, demands and suits which may arise or result from any injury or illness which is caused by or results from taking or attempting to take the test as set forth above.

(Signature)

(Applicant's Name, Typed or Printed)

(Date)

(RETURN WITH APPLICATION)
PHYSICIAN'S CERTIFICATION

I, _____, M.D., have examined
(Physician's Name, Typed or Printed)

_____ and understand that this applicant will have
(Applicant's Name, Typed or Printed)

to complete a Physical Agility Test consisting of the following elements:

<u>Event</u>	<u>Required Time</u>
300 Meter Run	67.0 Seconds
30 Sit-Ups	1 Minute
13 Push-Ups	N/A
1.5 Mile Run	16 Minutes

and described in greater detail on the Applicant's Release - Physical Agility/Fitness Test. Having
examined _____,
(Applicant's Name, Typed or Printed)

I hereby certify that he/she is physically able to undertake the described Physical Agility/Fitness
Test.

(Physician's Signature)

(Address)

(Date)

(Physician's DEA Number)

(RETURN WITH APPLICATION)

JOB ANNOUNCEMENT – POLICE OFFICER (PROBATIONARY)

**JEFFERSON HILLS
POLICE OFFICER
(Entry Level)**

**1st year SALARY: \$52,931
5th year SALARY: \$92,054 (2019 rate)**

Nature of Work

The police officer job position is to uphold and enforce all laws and ordinances, to protect lives and property, and maintain peace and order in the community, including but not limited to: patrolling by car, on foot, bicycle, control traffic, prevent crime or disturbance of the peace, and arrest violators.

Essential Job Functions - the basic job duties that an employee must be able to perform (NOTE: This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

- Listen and understand information and assignments.
- Maintain uniforms, equipment, weapon systems, etc. in proper, professional and serviceable condition.
- Inspect, maintain, operate, use, etc. police vehicles and other equipment in efficient and safe manner; maintain qualifications as necessary; operate police vehicles in all conditions, to include high speeds and during emergency responses or pursuits.
- Perform effective proactive, reactive, and preventative patrol and other assignments; respond to routine and emergency calls for service.
- Maintain, understand, disseminate and interpret communications via mobile and portable radio.
- Identify, recognize and deal with suspicious circumstances, people, hazardous conditions and situations; notify appropriate agencies as necessary; assist in ensuring personal safety and welfare of persons suffering from mental and/or emotional illness or instability; provide access to appropriate care or evaluation.
- Maintain the safety and security of residents, business owners and visitors to the community; provide assistance as necessary per the department mission.
- Assess various situations and take appropriate action to enforce laws and ordinances as deemed necessary by the department.

- Attempt to resolve and mediate domestic and other disturbances and disputes; investigate abuse and neglect complaints; recommend social service agencies in non-criminal matters.
- Confront groups of agitated or hostile persons; calm volatile situations by negotiation or conversation.
- Evaluate the nature of common medical emergencies; administer first aid, CPR, AED, etc.; assist in initial responses to suspicious injury and death scenes.
- Provide security of incident scenes during emergency medical, fire responses, HAZMAT, etc.
- Conduct investigations of various crimes and incidents, to include traffic laws/violators.
- Enforce court orders, including Protection from Abuse and other restraining orders.
- Conduct interviews/interrogations of witnesses, victims, suspects; etc.
- Search persons and crime scenes; recover, inventory, package, transport and submit evidence; protect integrity of crime scenes, etc.
- Complete arrest and other report narratives, on incident and offense forms; take field notes and written statements from witnesses.
- Prepare probable cause affidavits and search warrants; serve civil process papers, juvenile petitions, subpoenas and mental health commitment papers, etc.
- Fingerprint, photograph and book prisoners; guard prisoners to prevent escape, suicide attempts or harm to themselves; inventory prisoner's belongings; transport prisoners.
- Properly prepare for court proceedings; discuss cases with prosecutor; testify and present physical evidence in court; notify and/or serve subpoenas to witnesses, victims, etc.
- Maintain certifications and proficiency, as well as properly utilize the various technology and operating systems, both internal and external to the police department, i.e. RMS, JNET, NCIC, MPOETC, etc.
- Attend and successfully complete all required training sessions, to include mandatory, supplemental and developmental.
- Communicate effectively and appropriately-orally and written; speak and present to children and community groups on safety, law enforcement topics, etc.; assist citizens in crime prevention programs; conduct home and business security surveys, etc..
- Complete and employ the core and critical physical tasks necessary for a police officer, to include: searching, arresting and detaining suspects; lifting, carrying, pushing and

pulling objects and people; pursuing suspects (short and long distances); controlling crowds; driving; climbing stairs and elevated surfaces; jumping and dodging obstacles; bending and reaching; using force (short and moderate duration); using restraining or control holds; using restraining devices; using hands, feet and other personal weapons for self-defense.

- Perform other related duties as required.

Required Education, Training & Experience

- High School Graduate or Equivalency
- U.S. Citizen
- 21 years of age
- Be physically and mentally fit to perform the full duties of a Police Officer
- Must possess and maintain a valid PA Driver's License
- Completion of one year probationary period
- MPOETC Act 120 Certification (at time of job offer)

Hours of Work

Police officers shall work a schedule associated with their work assignment as directed by the officer-in-command of their unit/assignment and in compliance with the current labor agreement. It is expected that officers will be required to work a variety of shifts, to include routine and periodic rotation and during weekends and holidays, in support of a 24/7 operation. It is also expected that officers will be required to work periodic overtime hours for shift coverage, court, details, etc.

Dress Code and Personal Hygiene

- Officers shall wear the uniform designated by department policy and conform to department standards of hygiene, grooming and personal appearance. This includes but is not limited to:
 - Pre-existing Tattoos and branding – permitted on a limited basis (to be determined by the Chief of Police) but if approved, must be covered when representing the department either in civilian or uniform attire.
 - Visible body piercing (with the exception of the ear) - not permitted (unless concealed by the uniform).

BOROUGH OF JEFFERSON HILLS

Employment Application

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION

High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date