

## **Employment Opportunity / Castle Shannon Police Officer Position**

**The Castle Shannon Borough Police Department, (a Pennsylvania Law Enforcement Accreditation Commission Accredited Agency) in southwest Pennsylvania is accepting applications for the position of Police Officer (Probationary).**

Castle Shannon is a suburb of Pittsburgh, located in the South Hills. We share the Keystone Oaks School District with Dormont and Greentree Boroughs and we host Myrtle Elementary School.

Our community is 1.5 square miles and approximately 8300 residents. This quiet bedroom community is supplemented with a “downtown” business area and sprawling businesses along major highway routes.

The Police Department is 14 sworn, with 2 civilians and 7 school crossing guards.

Our Officers have access to an abundance of software and technology, to include License Plate Readers in patrols cars as well as e-citations, thermal printers, and fleet cameras. Officers have Axon Tasers and Body Worn Cameras. All uniforms and equipment are supplied.

CSPD is also well-trained. Specialty positions include Tactical Operator on regional response team, Negotiator, Drug Recognition Expert, K9 Team, Truck Safety Inspectors, D.A.R.E. instructors, Defensive Tactics Instructors, Taser Instructors, Rangemaster, Accreditation Manager, Evidence Technician, Investigator, Ceremonial Guard, Field Training Officer, Bike Patrol, Task Force Operators, and others. Officers attend Penn State POSIT, POLEX, and Advanced POLEX, CSPD boasts 5 current graduates of the FBI National Academy. Other supervisors have attended FBI LEEDA, FBI Command College and have FBINAA Leadership Certification.

Pay

**\$49.57 an hour (2024 Police Officer after 4 years)**

**Starting wage \$32.22/hr**

**Job type: Full-time**

### **Benefits**

- Health Insurance/Dental/Vision
- Life insurance
- Paid time off
- Tuition reimbursement
- Uniform allowance
- Longevity pay
- Overtime availability
- Compensatory time availability
- 12 Hour schedule/ every other weekend off

## **Job description**

Provides service, which protects life and property, preserves peace, prevents criminal activities, and enforces borough ordinances and federal, state, and local laws in Castle Shannon. Police work involves an element of personal danger and officers must be able to function with minimal supervision, exercise independent judgment and take appropriate action when faced with complex situations.

**Department:** Castle Shannon Police Department

### **Salary:**

- \$32.22 /hourly while on Probation.(65% of base salary)
- 75% of base salary after 1 year
- 85% after 2 years
- 95% after 3 years

**Civil Service Classification:** Competitive

**Union:** Teamsters Local 205

**Benefits:** Health and Life Insurance, Dental, Vision, Paid Vacation, Holidays and Personal Days, Tuition reimbursement, Pension Plan, Uniform Allowance, Promotional Opportunities. (Benefits may be modified based on collective bargaining unit terms.)

## **REQUIREMENTS**

### **General Application Requirements:**

You must submit, show proof of, or attest to all the following at the time of filing your online application (unless otherwise indicated below) or your application may be disqualified.

(a) Each applicant for the position of police officer in the Castle Shannon Borough shall be a citizen of the United States, shall have graduated from an accredited high school and shall have, at a minimum, an associate degree or 5 years of full-time police experience.

(b) Each applicant shall include with their application copies of their high school or equivalent and college or university diplomas.

(c) Each applicant shall be mentally and physically fit for the performance of the duties of a Police Officer, of good moral character, licensed to operate a motor vehicle in the Commonwealth of Pennsylvania, and be at least 21 (twenty-one) years of age.

(d) Upon application each applicant shall have successfully completed his/her basic mandatory police training requirements under Act 120 [Pennsylvania Municipal Police Officer's Education and Training Commission (MPOETC) or shall be enrolled in a MPOETC Act 120 Basic Training Program. Those enrolled in a basic Act 120 Training Program at the time of application must have successfully completed their Basic Act 120 Training (MPOETC) and successfully passed all testing requirements required for Act 120 Certification prior to being hired.] All records of training and their

certificate of graduation or enrollment in an Act 120 Basic Training Program, as described above, shall be submitted upon the Commission's request.

(e) If the applicant has any tattoo it must be covered so that it is not visible while the officer is in uniform.

(f) Failure to submit any documents by the date requested by the Commission shall disqualify the applicant for further consideration.

(g) Police Officers are required to reside within twenty-five (25) air miles of the Castle Shannon Municipal Center. Applicants, who live outside this distance when hired, must move into this circle within one (1) year of successful completion of their probationary period. Failure to do so will be grounds for dismissal or removal from the police department.

### **Veterans' Preference:**

Veteran's Preference Points. Pursuant to the Veteran's Preference Act, any applicant for the position of Police Officer who qualifies as a "soldier" under the Act shall receive an additional ten (10) points on top of their total score if that applicant has received passing scores.

Such additional veterans' preference points shall be awarded only to "soldiers," i.e., individuals who have completed their military service at the time they take the civil service appointment examination. *Sicuro v. City of Pittsburgh*, 684 A.2d 232 (Pa. Cmwlth. 1996). Each applicant shall submit their military form DD-214 and a copy of their military discharge diploma at the time of application. Failure to submit the documents required by the Commission shall cause the applicant's request for veterans' preference points to be denied.

## **CIVIL SERVICE EXAMINATIONS**

### **Written**

If you meet the General Application Requirements, you will be sent a letter of admission for the physical and written examination. You must pass the examinations to have your name placed on the official Civil Service Eligibility List for Police Officer.

### **Oral Interview/Background Interview**

NOTE: Oral Interview/Background Interview information and oral interview/background interview preparation will be provided to applicants later.

### **Medical Examination and Psychological Suitability Evaluation**

Both assessments will be administered to candidates who receive conditional offers of employment.

## **POSITION DUTIES**

- **Patrol:** Activities involving observing local jurisdiction conditions or responding to incidents as required.

- **Traffic Enforcement and Control:** Activities performed at the scene of traffic accidents and activities involved in traffic enforcement, such as issuing parking and moving traffic violations.
- **Preliminary Searches:** Activities involving searches to locate suspects, evidence, or missing/injured persons.
- **Preliminary Investigations:** Activities involving initial investigations of incidents and decisions.
- **Suspect Control:** Activities involving pursuit, isolation, containment, search, and apprehension of suspects.
- **Arrests:** Activities involving arrest processing procedures, detention, and lodging of prisoners or juveniles.
- **Evidence/Property Safeguard:** Activities involving identifying, safeguarding, storing, and otherwise accounting for evidence, and non-Police Department property.
- **Life/Property Safeguard at Incident Scene:** Activities involving safeguarding and securing people and property at the scene of specific incidents.
- **Notifications/Communications/Administration:** Activities involving official requests for assistance inside and outside the Department. Distribution of information regarding incidents and conditions in the jurisdiction. Activities involving communications with superior officers and other officers to coordinate the activities of the community.
- **Reports, Forms and Memo Books:** Activities involving the preparation of written (paper or electronic) forms, reports, or memo books. Forms and reports may be a variety of types, such as: captioned (fill-in-the-blank), written narrative, or a combination of these.
- **Court Appearances:** Activities involving appearance in court, testimony, and prosecution in a variety of cases (e.g., criminal, civil, and administrative).
- **Community Relations:** Engages in activities that foster positive relations between community members and the Police.
- **Police Property Safeguard:** Activities involving safeguarding or accounting for the proper condition of all police property and equipment.
- **Policies, Procedures, Rules and Laws:** Activities involving using and explaining the Department policies and rules, and Borough, State, and Federal laws that govern the activities of police officers.
- **Professional Development:** Activities to improve your skills or to improve the Department. This includes participating in specific training or education, participating in professional organizations, or attending conferences.
- **Related Tasks and Duties:** Other related tasks and duties as assigned or required.

Applications are due to the Borough no later than 4:30PM on Friday, October 25, 2024. Download the application here attached.