



KINGSTON TOWNSHIP
180 EAST CENTER STREET
SHAVERTOWN,
PENNSYLVANIA 18708
570-696-1175

kingstontownship.com

POLICE OFFICER – Kingston Township, Luzerne County, PA

Kingston Township is **hiring** and currently accepting applications for the position of Police Officer. The Kingston Township Civil Service Commission's application/selection process will establish a certified eligibility list of successful candidates.

Completed applications must be submitted online via PoliceApp.com/KTPD by 3:00pm on Thursday, May 30, 2024. A non-refundable application fee of \$35 is required with the submission of the completed application.

Kingston Township is a Home Rule Community located in Northeast Pennsylvania and has a population of approximately 7,000 residents. The Kingston Township Police Department is a Pennsylvania Chiefs of Police Association accredited law enforcement agency employing full-time sworn personnel only.

Under the current Collective Bargaining Agreement (CBA), the starting base salary is \$58,891 to \$73,613. The newly hired police officer **may be permitted to start at a base salary up to \$73,613** based on previous municipal police officer experience. **Without previous municipal police officer experience: Base salary is \$58,891 in 2024, \$68,240 from the start of 2nd year of service, and \$78,096 (2026 Top Rate) from the start of 3rd year of service.** Police Officers are also entitled to annual increases in base pay, seniority pay, insurance benefits, pension benefits, and additional pay and benefits as provided by the CBA. Police Officers assigned to patrol are scheduled in a shift rotation of 7 days on, 3 days off, 7 days on, 4 days off {0600-1400/1400-2200, 0700-1500/1500-2300, or 2000-0400/2200-0600 (steady nightshifts)} with every 3rd weekend off {Thursday - Sunday}.

Interested individuals are encouraged to schedule an onsite tour of our facility and review the CBA by contacting Sergeant John Fuches at 570-696-1175 ext. 107.

Entry level applicants are required to have successfully completed Pennsylvania's ACT 120 Municipal Police Officer's Training program prior to a conditional offer of employment. The newly hired police officer must successfully complete the Field Training Program and a year-long probationary period and establish residency within ten (10) air miles of the nearest Kingston Township border within thirty-six (36) months after date of hire.

The Kingston Township Civil Service Commission will determine applicant qualification, administer the selection process, and certify the Police Officer Eligibility List.

Mandatory Applicant Qualifications {documentation must be submitted with application}:**

1. **Eligibility** - In order to be an eligible applicant for the position of Police Officer, each applicant must:
 - a. Be at least 20 years of age.
 - b. Be a citizen of the United States or a naturalized citizen of the United States. **
 - c. Be a graduate from an accredited high school or has an equivalent education; higher education preferred. **

- d. Have a valid driver's license **
- e. Be certified as a municipal police officer by the Pennsylvania Municipal Police Officers Education Training Commission (MPOETC) or currently attending a Pennsylvania certified Municipal Police Training Academy **
- f. Be of good moral character.
- g. Meet standards of Personal Appearance policy.
- h. Possess the skills, knowledge, and abilities to be a police officer.
- i. Be physically capable to perform the duties of a police officer.

2. Automatic Disqualification – Applicants are responsible to provide complete, accurate, and truthful information throughout the application/selection process. **Deliberate misstatements or omissions, cheating, or any other attempt to defraud** the Civil Service Commission's examination at any time during the application/selection process will result in an automatic disqualification, decertification, and/or criminal prosecution as determined by the Commission, Township Administration, and by law.

Selection Process Prior to Certification of the Police Officer Eligibility List:

Eligible applicants will participate in the selection process and be notified of locations. Kingston Township reserves the right to adjust dates and times.

- 1. June 9, 2024 at 8:30am** – Physical Agility Examination {MPOETC standards for entry into Act 120 Police Academy}. Applicant(s) must achieve a passing score in each standard to proceed in the selection process.

30% Standards	Male Standards by Age					Female Standards by Age				
Age Range	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Sit Ups (1 min Rep)	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 Ups (1-min rep)	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

- 2. Immediately following** successful completion of the Physical Agility Examination, Written Entry Level Examination {Stanard & Associates, Inc. National Police Officer Selection Test consisting of the following categories: Math, Reading, Grammar, and Writing}. Applicant(s) must achieve a passing score in each category and overall to proceed in the selection process.

	Math	Reading	Grammar	Writing	Overall
Required for Passing Score	Minimum 60%	Minimum 60%	Minimum 60%	Minimum 60%	Minimum 75%

- 3. June 24 – 27, 2024 at or after 4:00pm** – Oral Examination with Civil Service Board {Civil Service Commissioners, Chief of Police and Township Manager}. Applicant(s) successfully passing the Physical Agility Examination and the Written Entry Level Examination will be invited to be interviewed by the Civil Service Board.
- 4. Veterans' Preference** - Qualified veterans who receive a passing score on both the written and oral examination will receive an additional ten (10) points added to their total score in recognition of their military service. A photocopy of service discharge, DD Form 214, or other military document(s) showing date of entry, successful completion of basic training, character of service, and completion of military service commitment must be provided at the time of application. **Failure to provide this documentation will result in loss of Veterans' Preference Points.**

- 5. Eligibility List Certification** – The Civil Service Commission will certify the Police Officer Eligibility List based on total scores. Placement on the certified eligibility list does not guarantee an offer of employment as a police officer. The certified eligibility list will be used by the Township Manager, with approval of the Board of Supervisors, to fill a vacant police officer position with a conditional offer of employment. The certified eligibility list may remain in effect for a period of no more than two (2) years from the date of certification, however, it may be voided at the request of the Board of Supervisors.
- 6. Conditional Offer of Employment** – In addition to any other requirement by the Township Manager, the conditional offer of employment will require successful completion of:
- a. A thorough background investigation:
 - 1.) Personal History
 - 2.) Driving Record
 - 3.) Criminal History and Civil Records
 - 4.) Credit History Reports
 - 5.) Social Networking Information
 - b. Medical/Health Examination;
 - c. Psychological Examination;
 - d. Drug and Alcohol Testing;
 - e. Truth Verification Analysis (CVSA), if requested
 - f. The Field Training Program; and
 - g. A year-long probationary period.

A probationary police officer elevated to permanent employee status must establish residency within ten (10) air miles of the nearest Kingston Township border within thirty-six (36) months after date of hire.

- 7. Americans With Disabilities Act Notice** – Any applicant seeking accommodation under the Americans With Disabilities Act in any examination must submit in a written request with supporting documentation from a treating physician or other qualified professional to the Civil Service Commission, Kingston Township, 180 East Center Street, Shavertown, PA 18708.

KINGSTON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER, ENCOURAGES APPLICATIONS FROM CANDIDATES WITH DIVERSE BACKGROUNDS, AND IS COMMITTED TO PROVIDING A WORKING ENVIRONMENT THAT IS FREE FROM HARASSMENT AND DISCRIMINATION.