



• CRANBERRY TOWNSHIP •

POLICE

DEPARTMENT

ENTRY LEVEL POLICE OFFICER NOTICE

MINIMUM REQUIREMENTS

Applicants must meet the following requirements:

- (1) be at least 21 years of age prior to offer of employment,
- (2) be U.S. citizen,
- (3) possess a valid driver's license,
- (4) have completed of 60 college credits verified by copies of transcripts from schools that are accredited by accrediting agencies recognized by the U. S. Department of Education,
- (5) and meet one of the following: PA Act 120 certification; ability to obtain a waiver of training from PA Municipal Police Officer's Education and Training Commission (MPOETC) within 45 days after an offer of employment; or current enrollment in Act 120 training with a satisfactory completion date prior to expected date of hire.
- (6) Applicants must meet the Department's appearance requirements.
 - Tattoos are permitted only as authorized by departmental policy and must not be offensive, or otherwise inconsistent with the professional image and mission of the Police Department. Tattoos that depict or suggest violence, extremism, discrimination, hate, profanity, sexual content, or any material that could be viewed as offensive are strictly prohibited. Tattoos must not be visible below the wrist to include hands and fingers, or above the shoulders to include on the neck, face, ears, scalp, tongue and lips. Intentional branding, scarification, or similar body modifications are not permitted if visible while wearing any authorized uniform or attire. The Chief of Police retains the authority to interpret, enforce, and make final determinations regarding compliance with these standards.
 - Beards meeting the Department grooming standards are permitted.

APPLICANT

Must be able to meet or exceed the minimum requirements, complete the "Essential Duties of Police Officer Form," and pass all phases of the selection process. Failing any portion of the selection process shall eliminate the applicant from further consideration.

WORKING CONDITIONS

Individuals will be required to work weekends, holidays, and rotating shifts including daylight, afternoons, and midnights. Officers other than Lieutenants and Detectives or positions that require a flexible work schedule will work twelve (12) hour shifts. Shift options may include steady daylight, evening or rotating daylight and evening shifts.

PROBATIONARY PERIOD

The probationary period for a new police officer shall be one year from the date of hire. Anytime during this probationary period, the officer may be terminated upon action by the Board of Supervisors.

BENEFITS

Overtime shall be paid as per the current Collective Bargaining Agreement, payment for ten holidays throughout the year, health benefits, including eye and dental, uniform allowance, 96 sick hours per year accumulative to 1152 hours, 80 hours of vacation after one year of service, death benefits, and a pension plan. Benefits are subject to the Collective Bargaining Agreement.

The Cranberry Township Police Department also offers a voluntary fitness program with various incentives. Weight and cardio rooms are available for an Officer's use at the Township's municipal building.

SALARY

A police officer for the Township of Cranberry will reach top salary in after 4 years of service. The salary for all full-time and part-time police officers shall be according to the current Collective Bargaining Agreement.

- 2027 Starting Wage: \$38.27
- 2027 Year 2 Wage: \$42.63
- 2027 Year 3 Wage: \$46.45
- 2027 Year 4 Wage: \$51.90
- 2027 Year 5 Wage (after 4 years of service): \$54.65
- 2028 Year 5 Wage: \$56.29

RESIDENCY REQUIREMENT

A police officer for the Township of Cranberry shall be required to move within 20 air miles, from any border of the Township, within two years from the date of hire, subject to the Collective Bargaining Agreement.

APPLICANT SELECTION PROCESS SUMMARY

1. APPLICATION - Application can be completed online. All applications must be submitted by **Thursday, October 1, 2026** by 11:59 p.m. All applications must have an attached resume and include (1) certified college transcripts showing completion of at least sixty (60) credits from an accredited college or attainment of college degree and (2) proof application meets the Act 120 requirement for the position.
2. PHYSICAL AGILITY TEST – The physical agility test will take place at **8:30 AM on October 13, 2026**, at the Seneca Valley High School Track, located at 128 Seneca School Road, Harmony, PA, 16037. All applicants who meet the minimum requirements of the position will be sent to the physical agility portion. The test shall consist of the job-related events. **An applicant must successfully complete and pass all events to receive a passing mark for the physical agility portion.** Additional information relating to the physical agility test is available at the following links:

<https://www.pa.gov/agencies/mpoetc/programs/training/basic-police-officer-training/physical-fitness>

<https://www.pa.gov/agencies/mpoetc/programs/training/basic-police-officer-training/fitness-videos>

Male Standards					
Event	Age 18-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Sit-Ups (1 minute reps)	35	32	27	21	17
Push-Ups (1 minute - reps)	26	20	15	10	8
1.5-mile run (time)	13:16	13:46	14:34	15:58	17:38

Female Standards					
Event	Age 18-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Sit-Ups (1 minute reps)	30	22	17	12	4
Push-Ups (1 minute - reps)	13	9	7	7	7
1.5-mile run (time)	15:52	16:38	17:22	18:59	21:20

Each applicant will be required to provide photo identification and Physical Agility Release Form. Upon completion of the test the applicant will receive written notice or an e-mail of their testing results and if they are still being considered for the position. If still under consideration, instructions for the next step will be given.

3. **FIRST INTERVIEW** – All applicants who meet the minimum qualifications and successfully pass all events at the Physical Agility Test, will be invited to the first Interview. The interview panel will consist of a board of three to five law enforcement professionals. Each applicant will be required to provide photo identification **prior** to the interview.

The interview shall consist of a series of questions asked by the panel to measure common sense, ability to comprehend, general knowledge and demeanor of the applicant.

Each applicant will be required to get 75% on the First Interview to be considered for further processing. Applicants who receive a score of less than 75%, or who do not meet the criteria set forth will be notified that they are no longer being considered for the position. The first interview of the hiring process shall constitute 30% of the applicant's Final Score (Second Interview represents 70% of the Final Score).

Once the interview scores are calculated the applicant will receive notice in writing or e-mail advising them if they have or have not scored high enough to continue in the hiring selection process. The top 50%, based on the interview scores, but not more than 10 applicants, remaining on the eligibility list will be considered for a second interview. If the applicant has scored high enough to move forward, instructions will be provided for the next phase.

4. **SECOND INTERVIEW** – Each applicant will be required to get 75% on the Second Interview to be considered for further processing. Applicants who receive a score of less than 75%, or do not meet the criteria set forth below will be notified that they are no longer being considered for the position. The second interview of the hiring process shall constitute 70% of the applicant's Final Score (Initial Interview represents 30% of Final Score).

Final Score – The final Score is the total of adding the weight of the Initial Interview (30%) and the weight of the Second Interview (70%) together. The final selection of an applicant(s) for probationary police officer(s) shall be only from those qualified. Only those scoring at least an 80% final score shall be considered qualified.

5. **CANDIDATE SELECTION** – the Chief of Police will submit a list of selected applicant(s) to the Township Manager or their designee to fill the number of positions open and approved to be filled by the Board of Supervisors for final hiring. The applicants will be notified if being selected as a final applicant. Before a conditional offer of employment may be made, the following background investigation procedures shall be followed which shall meet, at a minimum, all of the specific requirements of MPOETC and Act 57 of 2020 (the “Law Enforcement Background Investigations and Employment Information Act”).

These procedures shall be consistent for each candidate. Each candidate shall be required to execute an authorization and release for the disclosure of employment information from the applicant's former employing law enforcement agencies on a standard form promulgated by MPOETC. The Chief of Police or other authorized representative shall also sign the form, which shall be used to request employment information from each of

the applicant's former employing law enforcement agencies, if any. At this time, the following requirements of the hiring process need to be completed:

- a. CONFIDENTIAL QUESTIONNAIRE – Candidates will be required to complete a Personal History Statement/Confidential Questionnaire.
 - b. POLYGRAPH EXAMINATION
 - c. EXTENSIVE BACKGROUND INVESTIGATION, WHICH INCLUDES:
 - Criminal history check, including the submission of fingerprints to the State Police Central Repository and the Federal Bureau of Investigation.
 - Provide current Driver's License AND Driver's license check, including a review of the candidate's driving history, which involves a review of all traffic violations.
 - Personal interviews conducted with at least 3 people that have personal knowledge of the applicant but are not related to the applicant.
 - Interviews of the applicant's employers, if any for the past 10 years to determine the applicant's work history.
 - A review of the candidate's employment information from each previous law enforcement employer (if any) to determine the candidate's law enforcement work history.
 - Verification of the candidate's eligibility to lawfully possess a firearm.
 - Credit check
 - Verification of high school and college records
 - Provide ONE of the following, if not previously submitted:
 - Act 120 Certification – OR –
 - Act 120 waiver of training – OR –
 - Proof of current enrollment in Act 120 training AND completion prior to conditional offer of employment.
6. CONDITIONAL OFFER OF EMPLOYMENT - Once the final applicant(s) is/are contacted they will be responsible to sign a conditional offer of employment within 48 hours of notification. The applicant(s) will also have to complete and sign the forms attached to the conditional offer of employment, including a signed and notarized

authorization for the release of separation records on a standard form promulgated by MPOETC. Should an applicant fail to sign this or is no longer interested, the offer shall be void and another applicant will be selected from the final list.

Upon receipt of the signed release of separation records, the Chief of Police, or the Chief's designee, shall request separation records through the MPOETC Training and Certification System ("MPOETC TACS") database, pursuant to Act 57 of 2020. The candidate may not proceed further in the application process until the separation record is obtained or a certification that no separation record exists is received from MPOETC.

7. ADDITIONAL REQUIREMENTS FOLLOWING CONDITIONAL OFFER OF EMPLOYMENT. The final applicant(s) MUST successfully complete the following:
 - a. Medical Examination
 - b. Drug Screening
 - c. Psychological Examination

Please direct questions regarding this position to human_resources@cranberrytownship.org