

ELIZABETH TOWNSHIP

522 ROCK RUN ROAD
ELIZABETH, PA 15037



APPLICATION PACKET

**POLICE OFFICER
Elizabeth Township
CIVIL SERVICE EXAMINATION**

Elizabeth Township Police Department Mission Statement: Our mandate is the continued protection and enhancement of our diverse neighborhoods by working in partnership with our citizens to creatively solve problems, always remaining sensitive to the authority with which we are entrusted.

"It is our challenge to provide committed service through accountability, integrity, and respect."

Applications to take the test for the position of full-time, entry-level police officer are being accepted on behalf of the Elizabeth Township Police Department. **Applications must be filed before 12:00 pm on Monday, September 29th, 2025**, either in person or by US Mail. Late applications will not be accepted.

The Elizabeth Township Police Department is one of the largest geographic police departments in Allegheny County. Currently, the Elizabeth Township Police Department provides primary police services to four (4) communities; Elizabeth Township, Forward Township, Elizabeth Borough, and West Elizabeth Borough. The primary jurisdiction of the police department is approximately 50 square miles. Currently, the Elizabeth Township Police Department is made up of 20 full-time police officers. Officers employed by the department have the ability for assignment to a variety of fields or specialties such as the Drone Unit, K-9 Unit, Narcotics and General Investigations Unit (s), SHACOG Crash Investigations Team, SHACOG CIRT, and School Resource Officer.

A physical agility test is scheduled for Saturday, October 4, 2025 at 10:00 AM at the Elizabeth Forward High School (1000 Weigles Hill Rd, Elizabeth, PA 15037). The written examination will immediately follow. Upon successful completion, prospective candidates will be scheduled for an oral board interview at a later date.

The Township of Elizabeth is an Equal Opportunity Employer. Elizabeth Township, Civil Service Commission.

INSTRUCTIONS

1. 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 Elizabeth Township. 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 the time of job offer. Elizabeth Township will not send an applicant to an academy.
3. Completed applications are to be returned in person or by mail to the Elizabeth Township Police Department, **522 Rock Run Road, Elizabeth, PA 15037**, or completed electronically and submitted via email to the Police Administrator at **cstammer@etpd.us** no later than **12:00 PM on Monday, September 29, 2025**. ***All applicants must print the Physician's Certification separately and bring that completed and signed form to registration on the day of testing.*** Applicants missing any of the following documents will not be permitted to participate in the testing process and will be disqualified from employment consideration. Required to proceed with testing are the following:
 - a. Completed and signed Application
 - b. Signed Applicant's Release
 - c. Signed Physician's Certification

Note: Signed Applicant's Release and Physician's Certificate may be provided on day of testing. Application **MUST** be returned by 09/29/2025
4. Incomplete application packets or failure to turn in any of the required forms or documents in a timely manner outlined in this application packet will result in an 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.
6. Applicants should be aware that in the event of a tied score among applicants following the completed calculations for written and oral exam scores, the tie breaker shall be determined by the order (date and time) in which job applications were received by the Elizabeth Township Police Department.

7. Testing: The Physical Agility/Fitness Test is scheduled to be conducted on **Saturday, October 4, 2025 at 10:00 AM**, and the Written Examination will be administered immediately following Physical Agility Test completion. Physical Agility Testing will be conducted at the **Elizabeth Forward High School, 1000 Weigles Hill Rd, Elizabeth, PA 15037**. 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 to be determined if necessary.
8. Identification containing the applicant's photograph will be required at the test site to be admitted to the test(s).
9. 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 the applicant fails one event, the testing process is terminated for the applicant at that point.
10. 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 Township's Civil Service Rules and Regulations and/or hiring practices and policies.

(RETURN WITH APPLICATION)

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 66.0 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. 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. There is no time limit.

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, 25 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 fifteen-minute fifty-four seconds (15:54) time limit.

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 Township of Elizabeth 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.

SIGN HERE

(Signature)

(Applicant's Name, Typed or Printed)

(Date)

(MUST RETURN COMPLETED FORM AT PHYSICAL AGILITY TEST REGISTRATION)

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:

Event

Required Time

300 Meter Run

66.0 Seconds

30 Sit-Ups

N/A

25 Push-Ups

N/A

1.5 Mile Run

15 Minutes 54 Seconds

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)

JOB ANNOUNCEMENT – POLICE OFFICER (PROBATIONARY)

Elizabeth Township POLICE OFFICER (Entry Level)

**2025 STARTING SALARY: \$56,846
2025 ANNUAL SALARY for top rate Patrolman: \$86,611.20**

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).

- Exercises good judgment, listens and understands information and assignments, and is capable of working independently of direct supervision.
- Maintain uniforms, equipment, weapon systems, etc. in proper, professional, and serviceable condition.
- Inspect, maintain, operate, use, etc. police vehicles and other equipment in an efficient and safe manner; maintain qualifications as necessary; operate police vehicles in all conditions, including 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, including 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 subpoenas 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 and performing other related duties as required.
- Maintains the confidence and trust of peers, superiors, and general citizenry.

General Requirements

- High School Graduate or Equivalency
- U.S. Citizen
- 21 years of age
- Must possess and maintain a valid PA Driver's License
- Completion of one-year probationary period
- MPOETC Act 120 Certification at time of hire
- **Be a resident of Elizabeth Township, or upon appointment, become a resident of Elizabeth Township within one (1) year of employment. Residency requirement may be extended at the discretion of the Chief of Police.**

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance
- Life insurance



Elizabeth Township

Employment Application



APPLICANT INFORMATION

Last Name		First	M.I.	Date of Birth
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Social Security #		Driver License #	DL State	
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?				
Are you currently certified under PA Act 120? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, explain				
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 *BEGIN WITH MOST RECENT EMPLOYER AND INCLUDE ALL FOR PAST 10 YEARS *				
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"/>				
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"/>				

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"/>			
**DO YOU HAVE ADDITIONAL EMPLOYMENT HISTORY NOT INCLUDED IN THIS APPLICATION DUE TO SPACE PROVIDED? 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
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