



House of Representatives
Commonwealth of Pennsylvania
Harrisburg

**THE PENNSYLVANIA HOUSE OF REPRESENTATIVES
JUDICIARY COMMITTEE HEARING
ON MUNICIPAL POLICE OFFICER TRAINING
FRIDAY, OCTOBER 13, 2000
CEREMONIAL COURTROOM (FIRST FLOOR)
UNITED STATES COURTHOUSE
601 MARKET ST., PHILADELPHIA, PA**

AGENDA

- 9:00 A.M. Honorable Thomas P. Gannon
Chairman, Judiciary Committee
Opening Comments
- 9:10 A.M. Major Richard C. Mooney
Executive Director
Municipal Police Officers Education and Training Commission
- 9:50 A.M. Captain John M. Gallagher
Director, Training Division
Pennsylvania State Police Academy
- 10:30 A.M. Dom Giordano
WPHT Radio (1210 am)
- 11:10 A.M. Inspector Michael Cooney
Philadelphia Police Department
Training Academy

SP 3-313 (5-2000)

PENNSYLVANIA STATE POLICE



CADET

GENERAL INFORMATION

www.psp.state.pa.us

GENERAL REQUIREMENTS

Applicants for the position of Pennsylvania State Police Cadet must meet the three general requirements listed below in order to proceed through the Cadet selection procedures.

Age Requirement - Applicants must be 20 years of age on or before the date the application is completed. Applicants must be 21 years of age and cannot have reached their 41st birthday prior to or on the date of appointment as a Pennsylvania State Police Cadet.

Residency Requirement - Applicants must be a resident of Pennsylvania at the time of application and appointment. Applicants must also possess a valid Pennsylvania driver's license upon appointment as a Pennsylvania State Police Cadet.

Educational Requirement - Applicants must possess a high school diploma or General Equivalency Degree (GED) certificate **in addition to** an Associate's Degree or 60-semester credit hours in an accredited institution of higher education **at the time of application**. Only **one waiver** per applicant is allowed. The waivers are as follows:

A total of **60-semester credit hours will be waived** for applicants if employed for at least two years as a full-time police officer as certified by the Municipal Police Officers' Education and Training Commission (MPOETC).

A total of **30-semester credit hours will be waived** if one of the following conditions applies:

- Served active military duty for at least two years with an honorable discharge.
- Employed for at least two years with any full-time law enforcement agency that encompasses the powers of arrest under state or federal law, e.g., Corrections Officer, Liquor Enforcement Officer, Board of Probation and Parole, Fish and Game Commission Officers, etc. The determination of relevant law enforcement experience will be made by the Pennsylvania State Police on a case-by-case basis.

A total of **15-semester credit hours will be waived** for applicants who have successfully completed Act 120 training as certified by MPOETC.

NOTE: The general requirements listed above are subject to change with any future open application opportunities.

It is Your Career - It is Your Choice

Consideration for this position during **all** phases of the Cadet selection procedures is based on the applicant's merit alone. There is no need for letters of recommendation or endorsements of any kind for this position. Applicants are encouraged to refrain from submitting or having such correspondence submitted on their behalf.

CADET SELECTION PROCEDURES

Listed below are the steps to follow to be appointed as a Pennsylvania State Police Cadet, and each step must be **successfully** completed in order to proceed to the next.

- STEP #1 - Submit an Application.
- STEP #2 - Qualifying Examinations (written and oral).
- STEP #3 - Physical Fitness Tests, (including a urinalysis drug screening).
- STEP #4 - Polygraph Examination.
- STEP #5 - Background Investigation.
- STEP #6 - Medical Evaluation.
- STEP #7 - Psychological Evaluation.
- STEP #8 - Appointment.

Applicant Hotline - A prerecorded message, which is updated as necessary, informs perspective applicants of future application opportunities. Applicants are informed concerning the status of the application period, the current eligibility list, the next scheduled Cadet class, etc. Applicants are encouraged to maintain periodic contact with the Applicant Hotline at **717-783-2084** or toll free **1-877-PACADET (1-877-722-2338)**.

Change of Address and/or Telephone Number - Applicants with a change of address and/or telephone number must contact the Applicant Hotline and leave a message including:

- Full name.
- Social Security Number.
- New address, if applicable.
- New telephone number, including area code.
- New county of residence, if applicable.

Difficult words in the message should be spelled out to ensure files are updated correctly and that the Department is able to make direct contact with the applicant without delay, if necessary.

STEP #1 - SUBMIT AN APPLICATION

In order to successfully apply for a position as a Pennsylvania State Police Cadet, interested applicants must meet the general requirements, as listed within this pamphlet.

Applicants who do not meet the general requirements, despite the status of their processing, will be disqualified.

Applications may be obtained from any Pennsylvania State Police installation, State Civil Service Commission Office, or the Bureau of State Employment. Applications may only be filed during the open application period.

Further processing is expected to take six months from the date the applicant is notified of continuing in the Cadet selection procedures.

STEP #2 - QUALIFYING EXAMINATIONS

The qualifying examination will be divided into two parts. First, a written examination will be administered to all eligible applicants. The Bureau of Personnel will forward examination notices to all eligible applicants advising them of the date, time, and location to appear for the qualifying written examination.

Next, an oral examination will be administered to the highest scoring applicants from the written component. The Bureau of Personnel will again forward notices to applicants selected to participate in the oral examination. Final overall scores will be based on the applicants' performance on the written and oral examinations.

The qualifying examinations are developed by test consultants, secured in accordance with the Commonwealth's contract procedures. The test consultants conduct and/or update the job analysis in order to create test instruments that will provide the best assessment of behaviors most important for job success at the Trooper level.

The Bureau of Personnel will ensure that all applicants who participated in the qualifying examinations are notified of the outcome of their participation according to the scoring procedures established by the test consultants or the Department.

Results, from the qualifying examination, are usually released eight to twelve weeks after the completion of the testing process.

VETERANS' PREFERENCE POINTS

Applicants who qualify for veterans' preference in accordance with state law, and who provide proper documentation, will be awarded an additional **10 points** to their qualifying examination score. Applicants will be notified when documentation is to be submitted. Proper documentation to substantiate a claim to veterans' preference points is as follows:

Discharged Personnel - Must submit a nonreturnable copy of the Certificate of Release or Discharge from Active Duty, Form DD-214, Member-4 copy. The Character of Service (Block #24) must indicate a "**positive**" discharge was issued. If a Member-4 copy is not available, applicants may submit a Member-1 copy along with a copy of the Discharge Certificate.

Active Duty Personnel - Must secure a letter from a Commanding Officer which states the following:

- Full name.
- Social Security Number.
- Date of enlistment.
- Term of **initial** enlistment.
- Obligation date.
- Character of service, thus far.

Military documentation not submitted in a timely manner will result in the loss of veterans' preference points.

In order to qualify for veterans' preference points, the following criteria must be met:

- ◆ The applicant must have completed the **initial** term of enlistment.
- ◆ The term of enlistment must have been completed at the time of the qualifying examination.
- ◆ The character of service must be "**positive.**"

STEP #3 - PHYSICAL FITNESS TESTS

A select number of applicants will receive written notification, which is a letter of invitation, advising them that they have been scheduled for one day of processing, which includes the physical fitness tests, a urinalysis drug screening, and completion of the Polygraph Screening Booklet.

The letter of invitation will include a processing packet and pertinent instructions that must be followed. The processing packet includes instructions for completing and/or providing the following documentation:

- ★ Processing checklist.
- ★ Formal application for State Police Cadet.
- ★ Copy of birth certificate or Certification of Live Birth.
- ★ Two recent passport-style photographs (color, or black and white).
- ★ Copy of high school diploma or GED certificate.
- ★ Copy of college transcripts.
- ★ Copy of document indicating you are/were a full-time police officer for at least two full years (if claiming 60 college credit waiver on initial application).
- ★ Physician's release to participate in the physical fitness tests.
- ★ Physical fitness tests questionnaire.
- ★ Copy of document indicating employment for at least 2 years with law enforcement experience (if claiming 30 college credit waiver on initial application).
- ★ Certification from the Municipal Police Officers' Education and Training Commission for successful completion of Act 120 training (if claiming 15 college credit waiver on initial application).
- ★ Copy of honorable discharge certificate (if claiming 30 college credit waiver on initial application).

The physical fitness tests consist of a warm-up session, and a five-station check, including intermittent rest periods to ensure the safety of the applicants. Prior to participating in the physical fitness tests, applicants will have their blood pressure monitored and their pulse rate checked by a trained and certified representative of the Pennsylvania State Police. A blood pressure recording of 150/95 or over, or a pulse rate exceeding 100 beats, may preclude an applicant from participating in the physical fitness tests.

The physical fitness tests are depicted on the chart below, with an explanation of the testing appearing after the chart.

	Ages 20-29		Ages 30-39		Age 40	
Test	Male	Female	Male	Female	Male	Female
1 Rep Bench Press*	.93	.56	.83	.51	.76	.47
1 Rep Leg Press*	1.74	1.27	1.59	1.15	1.51	1.08
Sit-Ups (1 minute)	35	30	32	22	27	17
Push-Ups (1 minute)	26	13	20	9	15	7
1.5 Mile Run	13:22	15:57	14:08	16:35	14:56	17:24

Bench Press - Measures absolute upper body strength and is completed as follows:

1. *Determine the goal weight by multiplying the applicant's body weight by the percentage as listed on the chart provided [Body weight = 180, age = 25, sex = male. Applicant must press 167.4 pounds one repetition (.93 x 180 = 167.4)]. The applicants will lie flat on their back on a bench with their feet placed on the floor.
2. The applicant will be instructed to exhale while lifting the weight. (NOTE: Test will be conducted on a Universal DVR machine.) Exercises such as barbell bench press, dumbbell bench press, machine bench press, shoulder press, weighted push-ups and triceps extensions are a few of the exercises used to increase upper body muscular strength.

Leg Press - Measures absolute lower body strength, and is completed as follows:

1. *Determine the goal weight by multiplying the applicant's body weight by the percentage as listed on the chart provided [Body weight = 180, age = 25, sex = male. Applicant must press 313.2 pounds one repetition (1.74 x 180 = 313.2)].
2. The test will be conducted on a Universal DVR machine. Exercises such as free weight squats, machine squats, leg press, and lunges are a few of the exercises that can increase lower body strength.

Sit-Up Test - Measures abdominal muscular endurance and is completed as follows:

1. The applicants start by lying on their back, knees bent, heels flat on the floor, with the fingers laced and held **behind** the head.
2. The feet may be up to 12 inches apart and are held in place by another person.
3. During the sit-up testing, the elbows must touch the knees and the shoulder blades must touch the floor.
4. Repetitions will not be counted if the applicant fails to keep fingers laced with the hands behind the head; if the hips are lifted off of the floor; if the elbows do not touch/pass the knees; if the shoulder blades do not touch the floor; or if the applicant rests in the down position.
5. Resting may only be done in the "up" position.
6. Upon completion of the required repetitions or after one minute, the test is ended. To prepare for this test, applicants should perform sit-ups several times per day until they are capable of doing three sets of the goal number with a short rest period between sets.

Push-Up Test - Measures upper body muscular endurance and is completed as follows:

1. The hands are placed about shoulder-width apart, with fingers pointed forward. The test administrator places one fist on the floor below the applicant's chest.
2. Starting from the "up" position (elbows extended), applicants must keep their back straight at all times and lower the body to the floor until it engages the fist of the test administrator. The applicant then returns to the "up" position. This constitutes one repetition.
3. Resting may be done in the "up" position only.
4. Upon completion of the required number of repetitions, or after one minute, as contained on the chart provided, the test is ended. Upper body endurance can be enhanced by doing several sets of push-ups and varying the hand position during each set. Exercises that build absolute upper body strength can also be used to enhance upper body endurance by lowering the weight that is moved and increasing the number of repetitions.

1.5 Mile Run - Measures aerobic power and is completed as follows:

1. Applicants should not eat a heavy meal or smoke for at least two to three hours prior to the test. Applicants should warm up and stretch thoroughly prior to the test.
2. The test will be conducted on a flat, measured course or 1/4-mile track, with 6 laps required to complete the test.
3. In order to obtain a passing score on the 1.5 mile run, the applicant must cover the distance at or below the time listed on the chart provided.
4. Applicants will be permitted to drink fluids as needed during the testing. Upon completion of the test, a mandatory cool-down period shall be enforced. Applicants shall walk slowly for at least five minutes immediately after the run to prevent venous pooling. Aerobic power can be increased by swimming, biking, weight training with a minimum amount of rest between sets, running, or by using one of the many exercise machines currently available for home or club use. The applicant should practice the event on a track or measured course in order to be familiar with running at "goal pace" or faster.

Applicants who fail any portion of the physical fitness tests will be advised of their status in the selection procedures.

STEP #4 - POLYGRAPH EXAMINATION

Applicants will be required to complete the written portion of the Polygraph Screening Booklet either prior to or after the physical fitness tests. Polygraph Screening Booklets will be provided to the Polygraph Examiners of the Pennsylvania State Police, who will contact applicants directly to schedule the polygraph examination.

Applicants will automatically be disqualified from further consideration for the position of Pennsylvania State Police Cadet should the applicant's polygraph examination reveal any of the following factors:

Failure to Meet the General Requirements of the Position

- As detailed on Page 1 of this booklet.

Criminal Behavior as follows:

- Misdemeanor 2 or above.
- Any section listed in the Uniform Firearms Act, Brady Law, or any other federal law or amendment prohibiting possession of a firearm.
- Sale or delivery of drugs.
- Illegal drug usage since time of initial application.

Traffic

- Driving Under the Influence charge not resulting in ARD Probation.

Military

- Dishonorable discharge.

Formal Application

- Intentional falsification of formal application.

The Bureau of Personnel will notify any applicant who may be disqualified based upon the results of the polygraph examination.

STEP #5 - BACKGROUND INVESTIGATION

Applicants successful through the polygraph examination will have a thorough, comprehensive background investigation conducted by the Pennsylvania State Police. The background investigation will address each area of an applicant's life, specifically addressing the following areas:

- Personal background.
- Family.
- Education.
- Military.
- Employment.
- Character references and personal associates.
- Legal/criminal/traffic history.
- Credit history.
- Residency.

Other aspects and events of an applicant's life that are pertinent and are not covered by the areas listed above are additionally documented within the report.

Applicants who lived out of state for any period of time may experience a delay in the completion of the background investigation report as the Pennsylvania State Police must rely on the assistance of other police agencies for this portion of the report.

The completed background investigation is presented to a Background Investigation Screening Panel for review and determination of the applicant's suitability for appointment. Applicants who are disqualified based upon information contained in the background investigation report will be notified in writing as to the reason(s) and their option(s).

STEP #6 - MEDICAL EVALUATION

Applicants successful through the background investigation will be invited to the medical evaluation with the State Police Medical Officer. Accompanying the letter of invitation will be a processing packet that includes instructions for completing and/or providing the following documentation from physicians of the **applicant's choice**, at the **applicant's expense**:

- Physical examination.
- Certificate of Visual Efficiency.
- Dental examination.
- Complete blood count.
- Chest X-ray.

The State Police Medical Officer reviews the medical documentation obtained from the applicant's physicians and uses it to conduct a cursory medical evaluation. The standards listed in this section must be met, but do not represent an all-inclusive list of the requirements.

Height - There is no minimum or maximum height requirement.

Hearing - Applicants must be able to pass an audiometer screening conducted by trained Department personnel.

Dental - Evidence of healthy gums and a full set of teeth, or satisfactory replacements, as certified by a dentist. **Any deficiencies must be corrected prior to the beginning of training.**

Vision - As certified by an Optometrist or Ophthalmologist, with all listed standards being met, with no exceptions:

- 20/70 or better in the dominant eye WITHOUT correction.
- 20/200 or better in the weak eye WITHOUT correction.
- 20/20 or better in the dominant eye with corrective lenses, if necessary.
- 20/40 or better in the weak eye with corrective lenses, if necessary.
- Normal color vision, depth perception, and field of vision.

Weight - There is no minimum or maximum weight requirement. Applicants who are able to successfully complete the physical fitness tests are deemed acceptable.

During this phase of the Cadet selection procedures, applicants will be required to provide a urine specimen that will be tested for albuminuria (albumin) and glycosuria (sugar) content.

STEP #7 - PSYCHOLOGICAL EVALUATION

Applicants successful through the medical evaluation will undergo a written psychological evaluation utilizing the Minnesota Multiple Personality Inventory 2 (MMPI-2) Revised Personnel Selection screening tool. The Bureau of Personnel will notify applicants who require further evaluation.

STEP #8 - APPOINTMENT

Applicants successful throughout the Cadet selection procedures will be eligible for appointment to the next available Cadet class. Appointment letters are generated approximately three weeks prior to the class commencement date and contain pertinent instructions to follow.

All applicants are not offered immediate appointment because Cadet class sizes are limited. Those who do not receive an immediate offer of appointment remain on the eligibility list for appointment to a subsequent Cadet class.

Prior to accepting appointment for the position of Pennsylvania State Police Cadet, applicants should ask themselves the following questions:

- Can I undergo an intensive academic and physical training program?
- Am I willing to be separated from my family during the training program?
- Can my family adjust to my absence and Cadet salary while I am undergoing Cadet training?
- Am I willing to accept assignment anywhere in the Commonwealth, and is my spouse agreeable to possibly moving to my duty area? (**NOTE:** You are required to remain at your first duty assignment until the completion of your probationary period, which is 18 months from the date of appointment.)
- Am I willing, when required, to work long hours, rotating shifts, and endure unusual hardships and danger in the performance of my duty?
- Am I willing to abide by the rules and regulations of the Pennsylvania State Police, and impartially enforce the law?

REGULATIONS AND DUTIES

The Pennsylvania State Police is a paramilitary organization and, as such, military courtesy and discipline are practiced.

Cadets will be informed of Department and Academy rules and regulations which govern their actions during training and employment with the Department.

Cadets immediately begin an 18-month probationary period the day they report for induction. Cadets and Troopers are subject to dismissal, by the Commissioner, during their probationary period for incompetence, inefficiency, or violations of rules and regulations.

Cadets must maintain proper discipline and deportment and meet attendance requirements. Cadets are required to maintain, in accordance with established rules and regulations, their personal appearance, rooms, issued equipment, and personal belongings, all of which are subject to periodic inspections by the training staff.

Cadets will be subject to unannounced drug screenings during their training.

Cadets assist in maintaining all training facilities and equipment, including the kennels and the stables. Cadets perform kitchen and dining hall service, assist the Charge of Quarters, and staff the communications desk.

TRAINING UNIFORMS AND MATERIALS

Cadets are required to have the following articles in their possession when they report to commence training:

1. A minimum of three work-style uniforms, as follows: dark blue, permanent-press, long-sleeve shirts and dark blue, permanent-press trousers (short-sleeve shirts are required from June through September). NOTE: Trouser belt loops must accommodate a leather belt 1 11/16" in width and 3/16" thick.
2. A two-piece, plain, long-sleeve gray, sweat suit (no hood or zipper). Two sweat suits are recommended. Gray gym shorts are also required.
3. Sufficient white, short-sleeve crew neck t-shirts (male and female requirement).
4. Conservative, semiformal civilian clothes (males - a business suit, tie(s), and at least one white shirt; females - appropriate business suit consisting of slacks, skirt, or dress).
5. Swimsuit (males - waist-high; females - one piece).
6. Sufficient white athletic socks and black dress socks.
7. Underclothes appropriate for seasonal weather conditions (females - include some type of sport bra).
8. One pair of wrestling sneakers and one pair of quality running shoes (optional color).
9. A pair of steel-tipped work shoes/boots for stable, kennel maintenance, and horsemanship (rubber sole, ankle-high recommended, and optional color).
10. A pair of plain, black oxford "low quarter" shoes, similar to the type worn by the military (no heel cleats or patent leather). A pair of rain footwear such as galoshes, Totes, etc. A pair of shower sandals.
11. A pair of heavy-duty work gloves appropriate for the season.
12. Towels and washcloths, (optional color and style [at least four sets are recommended, but enough for daily gym and shower use]).
13. Personal toiletry articles.
14. An alarm clock (radio-type permitted).
15. Laundry marker, sewing kit, black pens, pencils, highlighters, and two notebook binders (three ring, two inch, 8 1/2" by 11").
16. Additional articles: Males - athletic supporter and cup, mouthpiece. Females - robe to wear after swim, 3/4 or knee length; swimming cap; black knee-high socks appropriate for the season; dark pantyhose (optional); and mouthpiece.

17. At least 30 hangers (no specific type required; however, they should all be the same color).
18. Black shoe polish, leather dye, and sole edge dressing, and appropriate related equipment.
19. Laundry detergent, softener, etc. (Laundry facilities are available; however, cost is dependent upon training location.)
20. An **olive drab** "Army" field jacket (M-65 classification) for outside wear (camouflage is not acceptable). The following vendors may be contacted to acquire the field jacket:

Brigade Quartermaster	800-338-4327
U.S. Calvary Company	800-333-5102
Ranger Joe's	800-247-4541
Gall's	800-477-7766

The initial supply of personal and laundry items should be sufficient for a two-week period. Nothing on this list can be purchased at the training facilities. Belts and ties for the training uniform will be provided. Cadets will be prohibited from using tobacco products, of any kind, while in training. Most Cadets will be permitted a weekend off after two or three weeks of training. Otherwise, Cadets will be confined to the training premises.

Important!

**Personal weapons of any kind are prohibited
and are not to be brought with applicants
when reporting for training.**

The list of items required for Cadet training is subject to change without the benefit of republication in this insert. Applicants who are being considered for appointment will be provided with an updated list approximately three months prior to appointment.

TRAINING REQUIREMENTS

The resident training program lasts approximately 27 weeks and is purposely designed to eliminate any Cadet who does not possess the necessary intelligence, emotional stability, or physical stamina to meet the requirements. Training may also be conducted at any other facility as the need arises.

- Training is normally scheduled Monday through Friday, 5:30 a.m. to 10:45 p.m.
- Special duty assignments and training will occasionally be conducted during evening and nighttime hours, both weekdays and weekends.
- Cadets receive extensive training and education in related police knowledge and skills.
 - ⊗ A passing grade of 70% or higher must be achieved in all academic courses.
 - ⊗ A passing grade of 80% or higher must be achieved in the American Red Cross First Aid and CPR Class.
- Applicants must possess a valid Pennsylvania driver's license at the time of appointment as a Cadet. Applicants who do not have the necessary on-the-road driving experience are encouraged to obtain such experience prior to reporting to the training facility. When Cadets report to the training facility, they should possess an acceptable level of proficiency in operating a vehicle in both rural and urban situations.
 - ⊗ Cadets will be instructed in pursuit driving techniques and must score 75% or higher in the driver training portion of the curriculum.
- Cadets will be instructed in the use of Department weapons that will include, but not be limited to: tear gas, police batons, etc.; and they will experience the effects of pepper spray.
 - ⊗ After instruction in the care and use of the issued service pistol and shotguns, Cadets must qualify with those weapons by scoring 75% or higher of the total possible score.

Prior to arrival at the training facility, it is essential that applicants engage in a well-rounded physical fitness program to include aerobic fitness and strengthening exercises.

- Cadets must demonstrate proficiency in physical abilities and skills.
- A rigorous program of physical conditioning that will include calisthenics, weight training, fighting techniques, boxing, and defensive tactics will be conducted during training.
- Training will also consist of a progressive, cross-country running program designed to strengthen the cardiovascular and cardiorespiratory systems as well as increase the aerobic capacity of Cadets.
 - ⊗ The cross-country running program begins at a distance of approximately one and one-half miles and progresses to a distance of approximately three miles covering wooded and hilly terrain.

- ⊛ Cadets must average approximately eight and one-half minutes per mile by the completion of training.

Prior to their appointment as a Pennsylvania State Police Cadet, applicants who cannot swim are encouraged to enroll in a basic swimming program that is designed to enable them to successfully complete the preliminary swimming test.

⊛ When Cadets report to the training facility, they will be given a preliminary swimming test in which their ability to perform the following basic swimming skills is required to qualify for the Emergency Water Safety Course. Cadets must demonstrate their ability to successfully pass the following swimming skills:

- ⊛ Swim continuously for five minutes while performing the crawl stroke and the sidestroke for a minimum of 50 yards.
- ⊛ Jump into deep water, swim approximately four body lengths under water, surface, and tread water for one minute.

MISCELLANEOUS INFORMATION

Cadets must conform to the following regulations regarding hairstyle and appearance:

⊛ Males - The top of the head shall be neatly groomed. Hair shall present a tapered appearance and when combed, it shall not fall over the ears, eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. Sideburns shall be neatly trimmed and the base will be a clean-shaven horizontal line. Sideburns shall not extend downward beyond the middle of the earlobe and shall be of an even width (not flared). Male applicants must also be clean shaven (beards and/or mustaches are prohibited).

⊛ Females - The hair shall be neatly groomed and will be worn in a manner so that it does not extend beyond the bottom of the uniform collar or interfere with the wearing of all Department headgear. Cosmetic use, i.e., makeup, is prohibited.

Cadets are required to reside at the training facility. Meals and lodging are provided at no cost to the Cadets.

Cadets scheduled to remain at the training facility on weekends for non-disciplinary related matters are permitted visitors during specified hours. Cadets restricted for disciplinary reasons are not permitted visitors. Weekends off are considered a privilege and are subject to withdrawal for failure to achieve or maintain training requirements.

Cadets must provide their own transportation to and from the training facility. Parking space is allocated for personal vehicles. Use of personal vehicles during training is governed by rules and regulations.

Upon successful completion of training, Cadets are promoted to the rank of Trooper and assigned to a Troop for the duration of the probationary period, which is 18 months from the date of appointment to the Pennsylvania State Police. Assignments are based upon the needs of the Department and may result in assignment to any Pennsylvania State Police field installation in the Commonwealth. Therefore, it is incumbent upon every applicant to ensure that their family is fully aware of the possibility of having to relocate and the type of duty to which the applicant may be assigned.

PENNSYLVANIA STATE POLICE

VISION

To be a mission oriented, State Police organization that achieves excellence and a position of leadership through progressive law enforcement, public safety and service.

To act with integrity and professionalism, maintaining an environment responsive to the needs of our personnel and the community.

MISSION

It is the Mission of the Pennsylvania State Police to:

- Promote traffic safety, enforce existing statutes, recognize and eliminate traffic hazards, and encourage motorists to practice safe driving techniques.**
- Effectively investigate crime and reduce criminal activity.**
- Provide investigative assistance and support services to all law enforcement agencies within the Commonwealth.**
- Maintain and provide to criminal justice agencies accurate, up-to-date law enforcement information.**
- Continually elevate the competence level of law enforcement within the Commonwealth.**
- Provide prompt, competent service in emergency situations.**
- Ensure personal protection and security for the Governor and other persons designated by proper authority.**
- Promote public awareness concerning personal responsibility regarding crime reduction and traffic safety practices.**
- Enforce all other state statutes as directed by proper authority.**

SALARY AND BENEFITS

- Cadets receive a salary of \$684.00 biweekly, before deductions, during the training period.
- Cadets, upon appointment, are required to join the State Employees' Retirement System (SERS). Cadets contribute 5.00% of their gross salary to SERS. The Commonwealth is required to make a State-share contribution, with the percentage rate set by SERS.
- Cadets receive State-paid Blue Cross, Blue Shield, and Major Medical benefits effective the date of appointment for themselves and eligible dependents.
- Cadets are eligible for State-paid group life insurance equivalent to their annual salary after 90 days of employment.
- Cadets and dependents are eligible for additional benefits, i.e., Dental Care Program, Vision Care Plan, Prescription Drug Program, and Doctor Office Visit Plan. Emergency Referral and Counseling Program coverage is available upon promotion to the rank of Trooper.
- Cadets are **not** eligible for overtime compensation or shift differential.
- The starting salary of a Trooper upon graduation will be as follows:

Graduation After:	Salary Range:
July 1, 2000	\$39,871 to \$48,300
July 1, 2001	\$41,289 to \$49,990
July 1, 2002	\$42,709 to \$51,743
July 1, 2003	\$44,211 to \$53,558

Salary range reflects five annual increments. Overtime pay and shift differential paid as applicable.

- Troopers (not Cadets) are granted an annual clothing allowance of \$500* for clothing maintenance.
- Troopers earn 10* vacation days during their first year of employment.
- Troopers earn 15* sick days per calendar year.
- Troopers receive 13* paid holidays and four personal days per calendar year.

***This information is subject to change with the effective dates of new labor contracts.**

NOTE: Cadets are excluded from representation by the Pennsylvania State Police Troopers Association (PSTA) for collective bargaining purposes.

ESSENTIAL JOB FUNCTIONS

The Pennsylvania State Police has identified several job duties which are essential to an individual who holds the position of Pennsylvania State Police Trooper. To successfully perform the duties of a Pennsylvania State Police Trooper, the following statement is applicable:

“Performs other related duties and those duties of a law enforcement officer as required, including, but not limited to the following: interprets laws and statutes of the Commonwealth; pursues suspects; effects arrests; qualifies with and, when necessary, uses agency firearms and other self-defense devices; operates vehicles and uses equipment in conjunction with law enforcement duties; responds to emergencies, civil disorders, and disasters; and performs rescue functions.”

Each Pennsylvania State Police Trooper has a corresponding job description which contains the language above and also contains specific duties for the position they hold. Upon promotion to the rank of Trooper and assignment to a field installation, a job description will be formulated which outlines the majority of the duties a Trooper must be able to perform in successfully completing their duties.

RECRUITMENT OFFICES

The Pennsylvania State Police is seeking intelligent men and women of good character and high morals. If you can identify with such ideals and can meet the standards of the Pennsylvania State Police, contact one of the following recruitment offices:

Area I Recruitment Office

Troop H, Harrisburg
8000 Bretz Road
Harrisburg, PA 17112
717-671-7563

Area II Recruitment Office

Troop R, Dunmore
85 Keystone Industrial Park
Dunmore, PA 18512-0159
570-963-4296

Area III Recruitment Office

State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222
412-565-2667

OR

Troop B, Findlay
190 Industry Drive
Pittsburgh, PA 15275
412-787-2000

Area IV Recruitment Office

Troop D, Kittanning
RD #8, Box 49
Kittanning, PA 16201-8880
724-545-9136

Area VI Recruitment Office

Troop K, Philadelphia
2201 Belmont Avenue
Philadelphia, PA 19131
215-560-6251

**THE PENNSYLVANIA STATE POLICE
IS AN
EQUAL OPPORTUNITY
EMPLOYER**

Listing of State Police Stations by County

<u>County</u>	<u>Station</u>	<u>Address/Telephone</u>
Adams	Gettysburg	3033 Old Harrisburg Pike Gettysburg 17325 717-334-8111
Allegheny	Findlay	190 Industry Drive Pittsburgh 15275 412-787-2000
Armstrong	Kittanning	RD #8, Box 49 Kittanning 16201 724-543-2011
Beaver	Beaver	1400 Brighton Road Beaver 15009 724-773-7400
Bedford	Bedford	10565 Lincoln Highway Everett 15537 814-623-6133
Berks	Hamburg	90 Industrial Drive Hamburg 19526 610-562-6885
Berks	Reading	600 Kenhorst Boulevard Reading 19611 610-378-4011
Blair	Hollidaysburg	1510 North Juniata Street Hollidaysburg 16648 814-696-6100
Bradford	Towanda	RD #1 Towanda 18848 570-265-2186
Bucks	Dublin	3218 Rickert Road Perkasie 18944 215-249-9191
Bucks	Trevoise	3970 New Street Bensalem 19020 215-757-6921

<u>County</u>	<u>Station</u>	<u>Address/Telephone</u>
Butler	Butler	200 Barracks Road Butler 16001 724-284-8100
Cambria	Ebensburg	100 Casale Court Ebensburg 15931 814-471-6500
Cameron	Emporium	RD #4, Box 486 Emporium 15834 814-486-3321
Carbon	Lehighton	5730 Interchange Road Lehighton 18235 610-377-4270
Centre	Philipsburg	RR #4, Box 96 Philipsburg 16866 814-342-3370
Centre	Rockview	745 S. Eagle Valley Road Bellefonte 16823 814-355-6020
Chester	Avondale	2 Moxley Lane Avondale 19311 610-268-2022
Chester	Embreeville	1818 W. Strasburg Road Coatesville 19320 610-269-5355
Clarion	Clarion	209 Commerce Road Clarion 16214 814-226-1710
Clearfield	Clearfield	RD #2, Box 314 Woodland 16881 814-857-3800
Clearfield	Du Bois	101 Preston Way Falls Creek 15840 814-371-4652

<u>County</u>	<u>Station</u>	<u>Address/Telephone</u>
Clinton	Lamar	7127 Nittany Valley Drive Mill Hall 17751 570-726-6000
Columbia	Bloomsburg	6850 Hidlay Church Road Bloomsburg 17815 570-387-4261
Crawford	Meadville	11176 Murray Road Meadville 16335 814-332-6911
Cumberland	Carlisle	1538 Commerce Avenue Carlisle 17013 717-249-2121
Dauphin	Harrisburg	8000 Bretz Road Harrisburg 17112 717-671-7500
Dauphin	DHQ	1800 Elmerton Avenue Harrisburg 17110 717-787-6305
Dauphin	Elizabethville	301 State Road Elizabethville 17023 717-362-8700
Delaware	Media	1342 West Baltimore Pike Media 19063 484-840-1000
Elk	Ridgway	HCR 1, Box 106 Ridgway 15853 814-776-6136
Erie	Corry	13675 Roosevelt Highway Corry 16407 814-664-4674
Erie	Erie	4320 Iroquois Avenue Erie 16514 814-898-1641

<u>County</u>	<u>Station</u>	<u>Address/Telephone</u>
Erie	Girard	5950 Meadville Road Girard 16417 814-774-9611
Fayette	Uniontown	RD #1, Box 1 Gaddis Crossroads Lemont Furnace 15456 724-439-7111
Forest	Tionesta	RD #1, Box 43-DD Tionesta 16353 814-755-3565
Franklin	Chambersburg	679 Franklin Farms Lane Chambersburg 17201 717-264-5161
Fulton	McConnellsburg	23170 Great Cove Road McConnellsburg 17233 717-485-3131
Greene	Waynesburg	255 Elm Drive Waynesburg 15370 724-627-6151
Huntingdon	Huntingdon	RD #1, Box 10-A Huntingdon 16652 814-627-3161
Indiana	Indiana	4221 Rt. 286 Highway W Indiana 15701 724-357-1960
Jefferson	Punxsutawney	445 North Findley Street Punxsutawney 15767 814-938-0510
Juniata	(See Perry County or Mifflin County)	
Lackawanna	Dunmore	85 Keystone Industrial Park Dunmore 18512 570-963-3156

<u>County</u>	<u>Station</u>	<u>Address/Telephone</u>
Lancaster	Ephrata	21 Springhouse Road Ephrata 17522 717-721-7667
Lancaster	Lancaster	2099 Lincoln Highway E Lancaster 17602 717-299-7656
Lawrence	New Castle	RD #5, Box 5265 New Castle 16105 724-598-2211
Lebanon	Jonestown	RD #2, Box 4070 Jonestown 17038 717-865-2194
Lehigh	Bethlehem	2930 Airport Road Bethlehem 18017 610-861-2026
Lehigh	Fogelsville	8320 Schantz Road Breinigsville 18031 610-395-1438
Luzerne	Hazleton	250 Dessen Drive Hazleton 18201 570-459-3890
Luzerne	Shickshinny	847 Salem Boulevard Berwick 18603 570-735-8065
Luzerne	Wyoming	475 Wyoming Avenue Wyoming 18644 570-826-5464
Lycoming	Montoursville	PO Box 68 899 Cherry Street Montoursville 17754 570-368-5700
McKean	Kane	RD #1, Box 189-A Kane 16735 814-778-2232

<u>County</u>	<u>Station</u>	<u>Address/Telephone</u>
Mercer	Mercer	826 Franklin Road Mercer 16137 724-662-6162
Mifflin	Lewistown	13225 Ferguson Valley Rd Yeagertown 17099 717-248-5453
Monroe	Fern Ridge	HC #1, Box 1327 Blakeslee 18610 570-443-8436
Monroe	Swiftwater	PO Box 949 Swiftwater 18370 570-839-7701
Montgomery	Skippack	2047 C Bridge Road Schwenksville 19473 610-584-1250
Montour	(See Northumberland County)	
Northampton	Belfast	622 Bangor Road Easton 18040 610-258-0816
Northumberland	Milton	50 Lawton Lane Milton 17847 570-524-2662
Northumberland	Stonington	RD #2, Box 83 Sunbury 17801 570-286-5601
Perry	Newport	52 Red Hill Court Newport 17074 717-567-3110
Philadelphia	Philadelphia	2201 Belmont Avenue Philadelphia 19131 215-560-6200
Pike	Blooming Grove	HC6, Box 6810 Hawley 18428 570-226-5718

<u>County</u>	<u>Station</u>	<u>Address/Telephone</u>
Potter	Coudersport	3140 East Second Street Coudersport 16915 814-274-8690
Schuylkill	Frackville	297 Morea Road Frackville 17931 570-874-0207
Schuylkill	Schuylkill Haven	23 Meadowbrook Drive Schuylkill Haven 17972 570-739-2900
Snyder	Selinsgrove	RD #1, Box 131 Selinsgrove 17870 570-374-8145
Somerset	Somerset	142 Sagamore Street Somerset 15501 814-445-4104
Sullivan	Laporte	P.O. Box 70 Laporte 18626 570-928-8126
Susquehanna	Gibson	PO Box 22 Gibson 18820 570-465-3154
Tioga	Mansfield	1745 Valley Road Mansfield 16933 570-662-2151
Union	(See Northumberland County or Snyder County)	
Venango	Franklin	RD 2 Box 312 SP Franklin 16323 814-676-6596
Warren	Warren	3 Scott Run Road Warren 16365 814-723-8880
Washington	Washington	83 Murtland Avenue Washington 15301 724-223-5200

<u>County</u>	<u>Station</u>	<u>Address/Telephone</u>
Wayne	Honesdale	RD #2, Box 2050 Honesdale 18431 570-251-7207
Westmoreland	Belle Vernon	560 Circle Drive Belle Vernon 15012 724-929-6262
Westmoreland	Greensburg	100 N. Westmoreland Ave Greensburg 15601 724-832-3288
Westmoreland	Kiski Valley	471 Route 66 Apollo 15613 724-727-3434
Wyoming	Tunkhannock	915 SR6W Tunkhannock 18657 570-836-2141
York	York	RR #2, 110 North Street York 17403 717-428-1011

Further inquiries may be directed to:
Pennsylvania State Police
Bureau of Personnel
1800 Elmerton Avenue
Harrisburg, PA 17110-9758
Attention: Enlisted Placement and Systems Section

HISTORICAL FACTS AND HIGHLIGHTS

of the Pennsylvania State Police

The Pennsylvania State Police was established on May 2, 1905, by then Governor Samuel W. Pennypacker. The Department became the first uniformed police organization of its kind in the United States and a model for other police agencies. To this date, the Pennsylvania State Police continues to lead the way.

The original complement was set at 228 men, who were charged with policing Pennsylvania's entire 45,000 square miles. Today, the Pennsylvania State Police complement is 4,168 officers, with over 1,500 civilian employees providing support statewide.

October 1, 1971, was a pivotal day for the Department as the first female was accepted as an applicant for the position of Cadet. The Academy class containing the first female Cadet began on January 27, 1972, and graduated July 27, 1972.

The Pennsylvania State Police has grown over the years into a prestigious and elite organization. The Department Headquarters of the Pennsylvania State Police is located in Harrisburg, which acts as the hub, with facilities located strategically throughout Pennsylvania. The present organization consists of:

Bureaus

Executive and Administrative Offices
Criminal Investigation
Drug Law Enforcement
Emergency and Special Operations
Forensic Services
Liquor Control Enforcement
Patrol
Personnel
Professional Responsibility
Records and Identification
Research and Development
Staff Services
Technology Services
Training and Education

Troops

Troop A, Greensburg
Troop B, Washington
Troop C, Punxsutawney
Troop D, Butler
Troop E, Erie
Troop F, Montoursville
Troop G, Hollidaysburg
Troop H, Harrisburg
Troop J, Lancaster
Troop K, Philadelphia
Troop L, Reading
Troop M, Bethlehem
Troop N, Hazleton
Troop P, Wyoming
Troop R, Dunmore
Troop T, Highspire



CALL OF HONOR

**I AM A PENNSYLVANIA STATE TROOPER,
A SOLDIER OF THE LAW.
TO ME IS ENTRUSTED THE HONOR OF THE FORCE.
I MUST SERVE HONESTLY, FAITHFULLY
AND, IF NEED BE,
LAY DOWN MY LIFE
AS OTHERS HAVE DONE BEFORE ME,
RATHER THAN SWERVE FROM THE PATH OF DUTY.
IT IS MY DUTY TO OBEY THE LAW AND
TO ENFORCE IT WITHOUT ANY CONSIDERATION OF
CLASS, COLOR, CREED, OR CONDITION.
IT IS ALSO MY DUTY TO BE OF SERVICE
TO ANYONE WHO MAY BE IN DANGER OR DISTRESS
AND, AT ALL TIMES, SO CONDUCT MYSELF THAT
THE HONOR OF THE FORCE MAY BE UPHELD.**