

State College Police Department



2020 Police Officer Testing Guide

Testing Dates: Feb 2, 14 & 16
in State College, PA

Police Officer Testing Information

The State College Police Department is seeking motivated individuals who are interested in pursuing a rewarding career by making a difference in our local community. State College Borough is located in central Pennsylvania with a population of 42,000. Home of The Pennsylvania State University, State College Borough is the core community of a small growing metropolitan area of 92,000 residents. The State College area offers excellent educational opportunities, a diverse community and an exceptional quality of life.

Testing Process: The testing process for the State College Police Department requires successful completion of each testing phase.

Minimum Police Officer Qualifications

- Applicants must be a U.S Citizen
- Applicants must be at least 21 years of age on or before the date of the physical fitness examination. There is no maximum age limitation.
- Applicants must possess a valid Pennsylvania driver's license prior to appointment or, if not a resident of the Commonwealth, obtain a Pennsylvania operator's license within 30 days of appointment.
- Applicants must be a high school graduate or equivalent.
- In general, the health of applicants must be excellent. Physical or medical conditions that could reasonably be expected to impair the performance of essential functions shall be cause for rejection. Weight must be in proportion to height. Visual acuity must be 20/200 or better in each eye without corrective lenses, and correctable to at least 20/20 in one eye and 20/40 in the other. Normal color vision is also essential.
- Applicants must be free of conviction for crimes punishable by imprisonment for greater than 90 days. Less serious convictions, including traffic, will be examined and may be cause for disqualification.

Phase #1

Physical Fitness Examination- Applicants must meet or exceed the minimum standards based on their gender and age. While the Borough will staff the physical fitness examination with employees trained in CPR and first aid, and trained to monitor applicants for signs that the testing may be creating an immediate health concern relative to an applicant, the testing is rigorous. The demanding nature of the examination cannot be eliminated without invalidating the test. You should not make yourself, at least without your physician's approval, an applicant if you have concerns that vigorous exercise may negatively impact your physical health. If you consult with your physician on this matter, you are advised to show them the summary of the testing protocols. Applicants who do not successfully complete the Physical Fitness Examination will not proceed any further in the Testing Process.

Physical Fitness Examination Protocols

The State College Police Department physical fitness examination consists of four events. Each event along with the examination protocols are described below. Applicants must achieve at least the 30th percentile score on each event in order to proceed to the next testing phase. While the Borough will staff the physical fitness examination with employees trained in CPR and first aid, and trained to monitor applicants for signs that the testing may be creating an immediate health concern relative to an applicant, the testing is rigorous. The demanding nature of the examination cannot be eliminated without invalidating the test. You should not make yourself, at least without your physician's approval, an applicant if you have concerns that vigorous exercise may negatively impact your physical health. If you consult with your physician on this matter, you are advised to show him/her the summary of the testing protocols.

1.5 Mile Run—The applicant must complete the 1.5-mile course in or under the required time. On a 440-yard running track, six laps must be completed. The applicant may not exit the running surface prior to completing the course.

Sit-ups—The applicant starts by lying on their back, knees bent at approximately a 90-degree angle, feet flat on the ground, and hands behind the head. Fingers must be interlocked. The feet are held in place while the applicant performs the required number of sit-ups. To be counted as a repetition, the applicant must touch their knees with their elbows and return to the lying position so that the shoulder blades touch the ground. During the exercise, the applicant may not raise their hips or kip (bouncing of the buttocks) and may only rest in the up position. The required number of repetitions must be completed within one minute or less.

One Repetition Bench Press —The applicant will begin by lying flat on the bench, with his/her body in a natural and relaxed position, feet flat on the ground and shoulders touching the bench. Head, shoulders and buttocks must remain in contact with the bench throughout the lift, failure to do so shall disqualify the lift. Two spotters will lower the weighted bar to the candidate's chest. The lift requires the applicant to do the concentric movement only. When at the top of the lift, the spotters will rack the weight. The applicant will have five (5) opportunities to reach his/her goal weight.

300 Meter Run—The applicant must complete a 300-meter course in or under the required time. On a standard 440 yard track, the 300 meter line is 112 yards from the start/finish line or approximately 75% around the track.

MPOETC Physical Fitness Test Battery Protocols for Entrance into the Police Academy

Entrance Exam (30% Cooper)	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
300 Meter Run (Time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Bench Press (% body weight)	0.93	0.83	0.76	0.68	0.63	0.56	0.51	0.47	0.42	0.4
Sit Ups (1 Min Reps)	35	32	27	21	17	30	22	17	12	4
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

Testing Order:

1. 300 Meter Run
2. Bench Press
3. Sit Ups
4. 1.5 Mile Run

This is a cumulative test and all events must be completed within two (2) hours.

Phase #2

Written Test - A score of at least 70% on each component of the exam is required to pass the written test. Applicants who do not meet this requirement will not receive further consideration. Sample questions can be found at the end of this packet.

Phase #3

B-PAD Testing - Top-scoring applicants from the written test will be scheduled for testing designed to assess each applicant's interpersonal skills. The highest scoring applicants will continue to the oral board interview. All other remaining applicants will receive no further consideration.

Phase #4

Oral Board Interview - Applicants who successfully complete the B-PAD testing will undergo an oral board interview conducted by Police Department staff.

Eligibility List

Applicants passing all examinations will be placed on the eligibility list based on their final scores. Final scores shall be the average of the score on the written examination and the oral board examination. Veteran preference credit will be provided in accordance with the Veterans' Preference Act. In the event the final scores of applicants are identical, the applicant with the higher oral board score shall be placed higher on the eligibility list. Placement on the eligibility list does not guarantee or imply that you will be extended an employment offer.

Pre-Offer Screening

- Personal History Statement - Detailed application completed by the applicant.
- Polygraph Examination - Conducted on all applicants being considered for a vacant position.
- Background Investigation - Completed by a member of the State College Police Department including the fingerprinting & photographing of applicant.
- Administrative Interview - Conducted by the Chief of Police, Borough Manager and Human Resources Director.

Post Offer Screening

- Psychological Exam - Conducted by a licensed psychologist appointed by the Borough.
- Medical/Physical Exam - Including drug screening by a Borough-appointed physician.

Note: the entire application process can take approximately 6 months.

Salary & Benefits

2020 Pay Rates

During Academy	\$21.63/hr (+ Room & Board)
During Field Training	\$29.22/hr
During 1st year (after Field Training)	\$31.17/hr
During 2nd year.....	\$33.12/hr
During 3rd year.....	\$35.06/hr
During 4th year	\$37.01/hr
During and after 5th year	\$38.96/hr

Medical – Dental – Vision

Medical – Capital Blue Cross – The PPO plan has a \$0 deductible, \$10 Office/Specialist co-pay, and \$50 ER co-pay. Employee are required to pay 10% of the premium cost of either a single, 2 person, or family plan. \$5 co-pay for generic prescriptions. \$15 for brand name, \$25 for brand name non-preferred medications.

Dental – United Concordia Flex – The plan (single, 2 person, or family coverage) pays 100% for regular exams, x-rays, cleanings, inlays, crowns, extractions, oral surgery, etc.; \$0 deductible; \$2,500 calendar year maximum per member, \$2,000 lifetime maximum per member for orthodontics for children under 19 years of age. Employees are required to pay 10% of the premium costs deducted pre-tax.

Vision – Davis Vision – The plan covers eye exams, glasses, or contacts every 12 months for in network providers. Employees are required to pay 10% of the premium cost deducted pre-tax.

Sick

Earn 6 hours per month. There is no maximum limit for the accrual of sick leave.

Holiday

Earn 80 hours paid holiday hours with hours prorated for a partial year of employment.

Vacation

Vacation earned at the following rate:

Hire – 1 year	24 hrs. / year
After 1 year	96 hrs. / year
After 5 year	120 hrs. / year
After 10 year	144 hrs. / year
After 15 year	168 hrs. / year
After 20 year	192 hrs. / year

Probationary employees will accrue vacation during their probationary period (1 year) but shall be ineligible for such vacation until they become permanent employee.

Can accrue up to 2 years' worth of vacation.

Life Insurance

The Borough provides a \$100,000 life insurance policy for all police officers. This premium is paid by the Borough. There are also optional supplemental life insurance plans for self, spouse, and children that is available at group rates but paid by the employee.

Long Term Disability

Newly hired employees are eligible to participate in a long-term disability plan that covers the salary of the employee at 50% of the annual wage for a period of 2 years. This is optional and is paid by the employee.

Pension Plan

Police Officers hired after January 1, 2016, are eligible for retirement after attainment of age 55 and completion of 25 years of service. The monthly pension benefit is equal to 50% of average monthly base salary compensation during the last 60 months of employment, less 75% of Social Security benefits payable at Social Security normal retirement age. Upon the retiree's death, an automatic survivor benefit equal to 50% of the retiree's monthly pension benefit is provided to the retiree's surviving spouse. Mandatory employee contributions are equal to 2.75% of base salary.

Tuition Assistance/Training

100% Tuition assistance is provided to employee who are interested in furthering their education. Requirements are outlined in the Police contract.

ConnectCare3

ConnectCare3 is a free and confidential patient advocacy service offered to subscribers and dependents of Capital BlueCross, which offers assistance for making informed decisions related to illness and medical treatments. ConnectCare3 is a great benefit for an individual coping with a stressful and confusing time.

ConnectCare3 will provide a personal nurse navigator who can meet with the patient and work with both the patient and their family. ConnectCare3 can also go along on doctors' visits, help understand test results, research groundbreaking treatments, coordinate appointments and assist with locating the best practitioners.

Employee Assistance Program (EAP)

The Borough also provides employees assistance services from ESI. This is a confidential program designed to assist employees facing many of life's challenges.

Frequently Asked Questions

What should I wear or bring for the first day of testing? There is no dress code for the first day of testing. Because you will be performing tasks indoors, it is recommend that you wear comfortable and appropriate attire. Applicants are required to provide a photo ID when checking-in at the testing location. Water fountains and restrooms will be available at each testing location. Food and beverages are not available at the testing sites. You will have a limited amount of time between testing phases so applicants are encouraged to bring any food and beverages that they may need for the day. Please note, eating, drinking or the use of electronic devices are not permitted during the written test.

How long will the physical fitness and written portion of the testing last? The physical fitness portion of the testing will occur in the morning and the written portion will be in the afternoon. Applicants should plan to spend the majority of the day at the testing location.

Where does the physical fitness portion take place? The physical fitness portion takes place at an indoor track facility.

Can I still be hired with a misdemeanor arrest on my record? Applicants must be free of conviction for crimes punishable by imprisonment for greater than 90 days. Less serious convictions, including traffic, will be examined and may be cause for rejection.

Will a past driving suspension prevent me from being hired? Not necessarily. An applicant's overall driving record will be reviewed and a poor driving record may be cause for disqualification.

Do I need to be Act 120 certified to become a police officer for State College Police Department? No. Appointees who are not already certified for municipal law enforcement by the Commonwealth of Pennsylvania are immediately scheduled for training leading to certification. State College officers are generally enrolled in a Pennsylvania State Police Academy 23-week training program with classes being held Monday through Friday.

If I am already a police officer outside the state of Pennsylvania, do I still need to attend the PA Police Academy? Individuals who have previously been certified as a police officer in another state will have their police certification training curriculum reviewed to determine if any Pennsylvania basic police training will be required.

Is there a residency requirement? Yes, police officers must establish residency within a 30 mile radius of the State College Police Department.

Is there a height requirement? No.

Components of the POST

The POST is a timed test divided into four sections. The time allotment for each section is only imposed for administrative efficiency. The times are designed to allow the vast majority of applicants (at least 90%) to complete all of the items within the section. In each of the sections, the questions are presented in a law enforcement context, but applicants do not need any previous knowledge of law enforcement to answer the questions correctly.

POST Section	Description	Number of Items	Minutes Allotted
Arithmetic	This section measures a person's ability to add, subtract, multiply, divide, determine percentages and calculate averages.	20	20
Reading Comprehension	This section measures a person's ability to understand written words and the ideas associated with them.	25	25
Grammar	This section measures a person's ability to spell and use grammar and punctuation correctly.	20	15
Incident Report Writing	This section measures a person's ability to write complete sentences with correct spelling, grammar and punctuation.	10	15
TOTAL		75	1 hour, 15 minutes

The POST may be scored by Stanard & Associates or purchased in a convenient self-score version that allows departments to score the POST on-site.

The POST is available in alternate forms, enabling departments to administer different forms across multiple administrations. An administration guide and applicant study guide are also available to facilitate the testing process.

Section Descriptions and Sample Test Items

SECTION 1: ARITHMETIC

Description

This section of the test consists of 20 questions which require the use of basic arithmetic. The questions are based on information in a table or in a word problem. Calculators are not allowed and scratch paper is provided for performing calculations.

Sample Questions

QTY	DESCRIPTION	SERIAL NUMBER	VALUE
1	Computer	1452101	\$ 1,549.95
1	Printer	1670-E	\$ 150.00
1	Camera	546223-S01	\$ 120.00
1	Cell Phone	45687540	\$ 149.95

1. What is the combined value of all the stolen property listed in the table above?
A. \$ 1,969.90
B. \$ 1,996.90
C. \$ 2,069.90
D. \$ 2,096.90

2. A car was traveling 55 miles per hour in a 25 mph zone. If the driver is fined \$10.00 for each mile per hour over the speed limit, what is the amount of the fine?
A. \$ 25.00
B. \$ 55.00
C. \$ 250.00
D. \$ 300.00

In Question 1, the correct answer is **A**, because $1,549.95 + 150 + 120 + 149.95 = 1,969.90$.

In Question 2, the correct answer is **D**, because the driver was traveling 30 miles over the speed limit ($55 - 25 = 30$), and $30 \times \$10 = \300.00 .

SECTION 2: READING COMPREHENSION

Description

This section of the POST consists of a number of short paragraphs followed by questions. The information needed to answer the questions is contained in the paragraphs. In some instances, applicants will have to draw a conclusion based on the information given.

Sample Passage

When conducting investigations, police primarily gather two sources of information – information about people and about things. The field officer deals almost exclusively with people and their human frailties in perception and communication. The crime scene investigator (CSI) works with inanimate objects which cannot deceive, fight or escape. Both tasks are equally important but require different skills and techniques. Trial and appellate court cases have shown that the evidentiary value of information obtained from objects is higher than that obtained from persons. Unlike witness testimony, physical evidence speaks for itself, doesn't lie and is unaffected by emotions.

Sample Questions

1. According to the passage, which of the following would cause a greater impact in court?
 - A. The testimony of an eyewitness to a crime
 - B. A footprint found at the scene of a crime
 - C. A police officer's notes of a crime scene
 - D. A victim's theory on the motive for the crime

2. Based on the information in the passage, it can be concluded that the crime scene investigator
 - A. uses the same techniques as a field officer
 - B. deals with people more frequently than the field officer
 - C. would be responsible for finding fingerprints on a weapon
 - D. is more important to an investigation than the field officer

In Question 1, the correct answer is **B**, because according to the information provided in the passage, evidence based on objects has a higher value in court than a person's testimony, and choices A, C and D are all forms of testimony.

In Question 2, the correct answer is **C**, because according to the information provided in the passage, the CSI uses different techniques than a field officer does (A), deals mostly with objects (B and C) and completes tasks that are equally important to those of a field officer (D).

SECTION 3: GRAMMAR

Description

This section of the POST requires the applicant to identify errors in grammar, punctuation or spelling. There are two types of multiple choice questions in this section. In the first type, the applicant must choose the alternative that best completes a sentence. In the second type, sentences are presented which may contain a spelling error and the applicant must indicate which word, if any, is misspelled.

Sample Questions

1. According to a recent study, the hot spots for car thefts are coastal or border _____ where criminals can easily ship the stolen vehicles out of the country.
 - A. city
 - B. citys
 - C. cities
 - D. city's

2. Of the 30 metropolitan areas with the highest car theft rates, twenty _____ easy access to export markets.
 - A. has
 - B. was
 - C. have
 - D. were

Indicate which word in the sentence is misspelled.

3. Despite persistant threats, the officer could not issue a restraining order against a citizen's stalker.
 - A. stalker
 - B. restraining
 - C. citizen
 - D. persistant

In Question 1, the correct answer is **C**, the plural form of "city."

In Question 2, the correct answer is **C**, because based on the structure of the rest of the sentence, the present, plural form of the verb should be used.

In Question 3, the correct answer is **D** because the correct spelling is "persistent."

SECTION 4. INCIDENT REPORT WRITING

Description

This section of the POST tests an applicant's writing skills. Applicants answer questions based on the information provided in a sample incident report form. Answers must be written in complete sentences using proper spelling, grammar and punctuation.

Sample Questions

INCIDENT REPORT--POLICE DEPARTMENT					
1. ADDRESS OF INCIDENT	2. OFFENSE	3. CODE	4. DATE		
711 W Magnolia	Burglary	A6-250	Nov 11		
5. NAME OF VICTIM: INDIVIDUAL OR BUSINESS		6. ADDRESS	PHONE		
Thomas Stanton		711 W. Magnolia	753-9267		
7. ASSIGNED OFFICERS/BADGE NUMBERS		8. AGE OF VICTIM	9. RACE OF VICTIM	10. VICTIM'S DATE OF BIRTH	
David Crosby #201 Chris Taylor #176		43	White	08/05/80	
11. NAME OF SUSPECT			12. ADDRESS		
Eric Harvey			246 Ivy Lane		
13. AGE	14. RACE	15. SEX	16. DATE OF BIRTH	17. HEIGHT	18. WEIGHT
19	White	Male	04/22	5'10"	180
19. HAIR	20. EYES	21. PHYSICAL DESCRIPTION			
Brown	Blue	Wearing black sweatpants, gray sweatshirt			
22. CHARGES					
Burglary					
23. ITEM	24. BRAND	25. SERIAL NUMBER		26. VALUE	
Cash				\$150.00	
27. ITEM	28. BRAND	29. SERIAL NUMBER		30. VALUE	
Jewelry				\$600.00	
31. ITEM	32. BRAND	33. SERIAL NUMBER		34. VALUE	
MP3 Player	Apple	AE98RL567B901		\$200.00	
35. <u>David Crosby #201</u> SIGNATURE OF OFFICER/BADGE NUMBER					

1. What is the name of the suspect?

The suspect's name is Eric Harvey.

2. What is the value of the MP3 player?

The value of the MP3 player is \$200.00.