

**Meeting Agenda**  
**State College Borough**  
**Civil Service Commission**  
**March 18, 2014**  
**1:00 p.m.**

**I. Call to Order**

**II. Roll Call**

Mark Bergstrom  
James W. Locker, Jr.  
Donald K. Zettlemoyer

**III. Public Hour - Hearing of Citizens**

**IV. Police Testing Standards**

The Borough of State College is preparing to conduct Police Officer testing to create a new eligibility list for hiring purposes. Several changes are being proposed to the Police Testing Regulations. Attached to the agenda is a revised policy for review and approval by the Commission. Language to be removed is shown as stricken-out and new language is in bold.

**V. Adjournment**

# STATE COLLEGE BOROUGH

## **interoffice** MEMORANDUM

ADMINISTRATION

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**to:** Civil Service Commission  
**from:** Cynthia S. Hanscom, Director of Human Resources  
**subject:** Police Testing Standards and Procedures  
**date:** 3/13/2014

In preparing for police testing in 2014, it has been suggested that changes are needed to the regulations. Attached is the proposed standards and procedures with deleted language stricken out and the new language is shown as bold.

**First**, language has been changed to reflect the current vision and auditory acuity standards set by the Municipal Police Officers' Education and Training Commission (MPOETC).

**Second**, language has been amended in the fitness section to reflect current practice, particularly in relation to when the veterans' preference credit is provided to applicants.

**Lastly**, language has been added to include a polygraph test. Many police departments in the Commonwealth, including the PA State Police, conduct polygraph exams as part of their background investigation. Also attached are disqualification factors, which has been amended to include falsification or omission of information on the Polygraph Screening.

Staff will be available at the meeting to answer any questions you may have about these changes.

STATE COLLEGE CIVIL SERVICE COMMISSION  
STANDARDS AND PROCEDURES FOR  
TESTING AND APPOINTMENT OF POLICE OFFICERS

MARCH 29, 1994,  
amended July 18, 1994,  
And further amended April 29, 2004  
*And further amended March 2014*

The following regulations of the State College Civil Service Commission shall govern appointment of individuals to entry-level police officer positions with the Borough of State College:

STANDARDS:

1. Citizenship. Applicants must be citizens of the United States.
2. Age. Applicants must be at least 21 years of age on or before the applicant's date of the physical fitness test.
3. Driver's License. Applicants must possess a valid operator's license prior to appointment. For applicants residing outside the Commonwealth at the time of appointment, a Pennsylvania operator's license must be obtained within 30 days of the appointment.
4. Education. Applicants must be high school graduates or the equivalent (GED).
5. Physical requirements.
  - (a) Weight must be in proportion to the applicant's height, as determined by the State College Police Civil Service Commission.
  - (b) **Vision - Applicants shall have visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual anomaly.**

~~(1) Correctable Visual Acuity~~

~~20/20 correctable binocular visual acuity.~~

~~A correctable visual acuity in the weaker eye of less than 20/40 shall require an examination and report to the Manager by a licensed eye care professional selected or approved by the Borough, certifying that all other vision standards are met.~~

~~(2) Uncorrected Visual Acuity~~

~~No less than 20/200 visual acuity.~~

~~An uncorrected visual acuity in the weaker eye of less than 20/200 shall require an examination and report to the Manager by a licensed eye care professional selected or approved by the Borough, certifying that all other vision standards are met.~~

~~(3) Color Vision~~

~~Normal color vision or anomalous trichromacy.~~

~~Dichromacy (inability to differentiate basic colors), screened for by pseudoisochromatic testing and conformed by anomaloscopic testing, is not acceptable.~~

~~(4) Eye Disease~~

~~Any abnormal or anomalous condition of the eye or systemic condition which may have a direct or in indirect effect upon the eye or visual system or any ongoing therapeutic medical care relating directly or indirectly to a condition of the eye or visual system or any procedure which modifies the refractive power of the eye or visual system, must be reviewed by the Civil Service Commission for a determination as to the visual standard.~~

~~(5) Binocular Vision~~

~~Binocular vision with measurable stereopsis.~~

~~Individuals with no stereopsis will be required to show effective maneuverability in a field obstacle test. Also, binocular visual fields must be without significant deficit.~~

- (c) Auditory acuity – ~~No organic disease or hearing aids permitted; average hearing loss of 26 decibels or more in the better ear in the 500 or 2,000 cycles per second (c.p.s.) range and 46 decibels in the 3,000 range will disqualify the applicant (American National Standards Institute scale).~~ **Applicants shall be required to take and pass a decibel audio test using an audiometer with an average loss not to exceed 25 or more decibels at the 500, 1000, 2000, and 3000 Hertz (Hz) levels in either ear with no single frequency loss in excess of 40. The applicant may not use a hearing aid or other aid to perform the test.**

- (d) Medical conditions that would reasonably be expected to impair the performance of the essential functions of the position shall be cause for rejection.
6. Arrests and Convictions. Applicants must be free of arrests and convictions for crimes that are punishable by imprisonment for longer than 90 days. Arrests and convictions for more minor offenses (including traffic) will be examined and may be cause for rejection.

## **PROCEDURES:**

Applicants shall be tested and evaluated **based on the following criteria** set by the State College Police Civil Service Commission. **All applicants meeting the age, education and citizenship requirements may be eligible to participate in the following process.** Such testing shall include:

1. Physical ~~agility~~ fitness test. The physical fitness test shall consist of four components: 300 meter run, sit-ups, bench press and a 1.5 mile run. Applicants must demonstrate ability to perform these exercises and score at least at the **40th percentile**, as set form in the standards adopted by the Municipal Police Officers' Education and Training Commission. New officers must score at least at the 50th percentile prior to entering the Department's field training program. Applicants who are unable to achieve the minimum standard on any of the components shall receive no further consideration.
2. Written examination. ~~All applicants meeting the age, education and citizenship requirements may take the written examination.~~ A score of at least 70% on each part of the examination is required to pass the written examination. Up to one hundred (100) individuals with the highest passing scores on the written examination will undergo additional testing. All other applicants will receive no further consideration.
3. Interpersonal skills assessment. The individuals with the highest scores on the written test will be scheduled for testing designed to assess each applicant's ability to deal with people in situations likely to be encountered on the job. The individuals with the highest scores on this portion of the testing shall be scheduled for Oral Board examinations.
4. Oral Board examination. Applicants will be scheduled for the Oral Board examination. A passing score of 70% must be obtained to qualify for further consideration.
5. Eligibility list. Candidates passing all examinations will be placed on eligibility list in the order of their final scores. Final scores shall be the average of the scores on the written examination and the Oral Board examination. **Veterans'**

**preference credit claimed and due will be added to the written test score of those who proceed in the selection process.**

Where the final scores of applicants are tied, the applicant with the higher Oral Board score shall be placed higher on the eligibility list.

For each vacancy to be filled, the Manager shall consider the first three candidates on the eligibility list. Candidates considered for appointment shall undergo a background investigation. Applicants must provide detailed information on the "Personal History Statement" form provided. During the background investigation process, applicants must be fingerprinted, ~~photographed~~, **and polygraphed** by the State College Police Department. All information is subject to verification by investigators during a background investigation on each applicant.

Based on the results of the above tests, and the Manager's assessment of the individual candidate's merit and fitness for the position, the Manager shall appoint the best qualified candidate. The appointment shall be made contingent upon the candidate passing a medical/physical examination conducted by a physician appointed by the Borough, as well as a psychological examination conducted by a licensed psychologist appointed by the Borough.

The Manager may disqualify candidates whose background investigation indicates the candidate is not appropriate for the position of trust. Should any candidate be so disqualified, the next candidate from the list shall be subjected to further review as described above.

#### Re-employment of Former Police Officers

The following regulations shall govern the re-employment of individuals who wish to return to the position of Police Officer with the State College Borough. It is the intent of these regulations to facilitate such re-employment under certain circumstances by providing an alternate procedure to that prescribed above for entry-level police officers.

1. Eligibility. Persons formerly employed as police officers by the Borough of State College may apply for re-appointment to the rank of Police Officer if the following conditions are met:
  - (a) The individual must have been employed as a police officer by the Borough of State College for a period of at least two (2) years.
  - (b) The application for re-employment must be received within a period of not more than (2) years since the individual's date of termination from employment as a police officer with the Borough of State College.
  - (c) The individual must have been in good standing at the time of termination and must have resigned voluntarily.

- (d) The individual must be certified under Act 120 to be employed as a municipal police officer on the date of re-appointment.
- 2. Procedures. A former police officer who meets the eligibility requirements above may apply for re-instatement by filing a written request with the Manager's Office of the Borough. Upon receipt of the application, the Manager, or his/her representative, shall conduct or cause to be conducted the following:
  - (a) A background investigation of the applicant for the period of time since his/her termination of employment with the Borough.
  - (b) An interview with the applicant.

Based on the background investigation and an evaluation of the applicant's performance while employed by the Borough, the Manager may re-appoint or reject the applicant.

A former police officer who fails to meet the eligibility requirements may not be re-appointed under these re-employment regulations. The former officer may, however, file a new application and be subject to the same standards and procedures for new officers, as outlined above.



Borough of State College  
"A Home Rule Municipality"

**STATE COLLEGE POLICE DEPARTMENT**  
243 South Allen Street  
State College, PA 16801



**STATE COLLEGE POLICE DEPARTMENT  
AUTOMATIC DISQUALIFICATION FACTORS  
Police Officer Applicants**

Automatic disqualification factors shall not be shared with applicants or be discussed or referred outside of the completion of the polygraph and background review process.

The "automatic" disqualification factors are not stated or included in any recruitment material, including, but not limited to, the Department's web site. Therefore, it is imperative that any communications with applicants NOT include any reference to "automatic" disqualification criteria, including the polygraph and background processes.

These factors are for the guidance in determining an applicant's suitability for employment as a Police Officer.

Applicants will be automatically disqualified if any of the disqualification factors, as listed below, are evident:

1. Failure to meet the general requirements for the position.
2. Intentional falsification or omission of information on the Formal Application for Employment and/or the Polygraph Screening process and any other official document. This also includes lying to the Polygraph Examiner, background investigator or cheating on any segment of the qualifying examination (written or oral).
3. Criminal **conviction** of Misdemeanor-2 or higher.
4. Criminal **behavior**, regardless if arrested or detected, for admissions by the applicant that would be graded as a:
  - Felony (no time limit); or
  - Misdemeanor-1 (within the past 5 years from the date of the application); or
5. Driving under the Influence (DUI) charge as follows:
  - DUI charge resulting in conviction within five years of filing the on-line application or after filing the on-line application, or pending DUI charge within five years.
  - Zero tolerance for two or more DUI charges pending or resulting in conviction(s).

NOTE: "Conviction" is defined as: Guilty plea, receiving ARD, plea bargain resulting in a guilty finding to a lesser charge where the BAC was over the legal limit as defined by the Vehicle Code, and/or any refusal to submit to a BAC test.

6. Manufacturing, Sales, Delivery or Distribution of controlled substances.
7. Drug Admissions (all from date of application or as included below):
  - Marijuana/Synthetic Marijuana (Salvia, Spice, K-2, etc.): No more than 25 times between the ages of 18 and 24. No usage in three years prior to date of application. Zero tolerance for usage upon reaching age 25.
  - Heroin, Methamphetamine, LSD, or any injected illegal substance (steroids excluded): zero tolerance.
  - Schedule I, II, or III drugs, excluding those named above: No more than three times between the ages of 18 and 24. No usage in five years prior to date of application. Zero tolerance for usage upon reaching age 25.
  - Steroids (all types, regardless of source/knowledge of legality): No more than three times between the ages of 18 and 24. No usage in five years prior to date of application. Zero tolerance for usage upon reaching age 25.
  - Prescribed Medication (for non-medicinal purposes): No more than 25 times between the ages of 18 and 24. No recreational usage in three years prior to date of application. Zero tolerance for usage upon reaching age 25.
  - Huffing or the intentional use of another chemical or substance, e.g., household cleaner, glue, gas fumes, bath salts, etc., for any other purpose than it was intended: No more than three times between the ages of 18 and 24. No usage in three years prior to date of application. Zero tolerance for usage upon reaching age 25.
8. Dishonorable discharge from the military.
9. The following behavior may **NOT** be cited as an automatic disqualification factor. Rather, full disclosure of information is to be provided in the polygraph report and the background investigative report for the consideration of the Chief of Police and Human Resources.
  - Wiretap, copyright and firearms violations.
  - Providing alcohol to minors.
  - Law Enforcement: Criminal activity, regardless of grading, while in a law enforcement position on or off unless the behavior meets the criteria of an automatic disqualification.
  - Criminal behavior graded as a summary committed after filing the initial on-line application.
  - Any section listed in the Uniform Firearms Act, Brady Law, and any other Federal law and amendments prohibiting possession of a firearm.

Juvenile behavior may **NOT** be included as part of the cited disqualification factors; however, the Background Investigator may cite this behavior in their report.