

# **State College Police Department**



## **2016 Police Officer Testing Guide**

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## Message from the Chief:

If you have an interest in helping people in need and protecting and serving a community, you are encouraged to consider an exciting and rewarding career as a State College Police Officer. I made that decision more than 35 years ago and could not have selected a better profession, a better police department, or a better community to serve. The State College Police Department is a very professional, progressive, state-accredited police department which values and cares about our employees. State College, along with the other Centre County communities, is one of the best locales in the country to work, live and raise a family.

Currently our police department has an authorized sworn compliment of 61 police officers and 11 civilian personnel. We not only provide full police services to the Borough of State College, but also provide full police services to two neighboring communities: College and Harris Townships. The population of our police service area is more than 56,000 with over 42 square miles to patrol.

The Borough of State College is home to The Pennsylvania State University. Being the host community to a major university allows all who live, work, and visit State College to enjoy and celebrate a culturally diverse, vibrant, and caring community. In addition to the diversity, the State College community has a very young population with 70% of the State College Borough population being between 18 and 24 years of age. Our community is also a “destination town” with approximately 2 million guests visiting each year for special events such as home PSU football games and the Central PA Festival of the Arts held each July. All of this makes for a unique, exciting and enjoyable community to police.

State College boasts a vitality seen in few communities. The downtown specialty shops, ethnic and fine-dining restaurants, coffee shops, taverns, nightclubs, theaters, and more offer many attractions and interests. The community draws visitors from across the country and around the world. Education is also a very high priority for our community. In addition to The Pennsylvania State University, the State College Area School District provides exemplary elementary and secondary education and is consistently recognized nationally for its excellence in academics, athletics and more.

Our police department and the entire community take great pride in making the State College area a very safe place to live, work, and visit. In 2014, the State College Metropolitan Statistical Area received state recognition for being ranked the third safest place to live by the CQ Press 2013 edition of its Metro Crime Rankings. This recognition is based on the rate of violent crime reported in metro areas with more than 75,000 people. State College has been ranked in the top 3 of 350 communities for the past seven years.

If you are considering a career as a State College Police Officer it is critical to know the basic beliefs and responsibilities of all police officers. All officers must be committed to being responsive to and building professional relationships with all segments of the community. To accomplish this, the following are essential expectations:

- Fair and impartial treatment and delivery of police services for all persons regardless of race, color, religion, national origin, gender, sexual orientation or any other differences;
- Engage in strategies that reduce crime and enhance the quality of life for the citizens;
- Recognize that for the police to perform their work effectively, public trust by all segments of our community must be developed and maintained; and
- Develop positive public relations by providing professional police services regardless of personal opinion, offering services to all persons regardless of their standing in the community, responding courteously under all circumstances, and be willing to offer sacrifices in protecting and preserving life and property.

Our police team is looking for those who have a keen interest in law enforcement and who are trustworthy, dependable, adaptable, courteous, communicate effectively, enjoy problem-solving and helping others, can be both a team player and work independently as the circumstances dictate, and would enjoy an exciting and rewarding challenge.

If you possess these attributes, you are urged to apply and begin the testing process for the position of a State College Police Officer.

Thomas R. King Chief of Police





# State College Police Department Police Officer Testing Information

The State College Police Department is seeking motivated men and women 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. Each applicant must successfully complete the following:

## 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 him/her 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.

## 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.

## 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.*

### 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.

### Salary and Benefits

- 2016 starting wage for police officers attending the police academy shall be determined and set by the Borough Manager as part of the Borough Classification Pay Plan (\$19.94 per hour for 2016).
- 2016 starting wage for police officers already certified under Act 120 is \$26.28 per hour.
- Longevity pay after 5 years of service.
- Health insurance including prescription drugs, dental and vision care.
- \$100,000 life insurance coverage with the option to purchase additional coverage for self and dependents.
- Defined Benefit Pension Plan
- Optional 457 Deferred Compensation Plan
- Employee Assistance Program
- Tuition Assistance
- Paid Leave
  - 10 annual paid holiday hours
  - 9 annual sick days (8 hours) with unlimited accumulation
  - 12 annual vacation days after 13 months of service
  - 15 annual vacation days after 5 years of service
  - 18 annual vacation days after 10 years of service
  - 21 annual vacation days after 15 years of service
  - 24 annual vacation days after 20 years of service
- All uniforms and equipment are provided and maintained by the Borough.



## State College Police Department 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 % around the track.

Physical Fitness Examination Protocols											
	[Male Standards]						[Female Standards]				
AGE	21-29	30-39	40-49	50-59	60+		21-29	30-39	40-49	50-59	60+
<b>1.5 Mile Run</b>											
50TH	12:18	12:51	13:53	14:55	16:07		14:55	15:26	16:27	17:29	18:16
40TH	12:51	13:36	14:29	15:26	16:43		15:26	15:57	16:58	17:54	18:44
30TH	13:22	14:08	14:56	15:57	17:14		15:57	16:35	17:24	18:23	18:59
25TH	13:53	14:24	15:26	16:23	17:32		16:26	16:58	17:29	18:31	19:02
<b>1 Minute Sit-ups</b>											
50TH	40	36	31	26	20		34.5	27	22	17	8
40TH	38	35	29	24	19		32	25	20	14	5.8
30TH	35	32	27	21	17		29.5	22	17	12	4
25TH	35	31	26	20	16		28	21	15.5	11	3.8
<b>1 RM Bench Press Ratio</b>											
50TH	1.06	0.93	0.84	0.75	0.68		0.65	0.57	0.52	0.46	0.45
40TH	0.99	0.88	0.8	0.71	0.65		0.59	0.53	0.50	0.44	0.43
30TH	0.93	0.83	0.76	0.68	0.63		0.56	0.51	0.47	0.42	0.40
25TH	0.9	0.81	0.74	0.66	0.6		0.53	0.49	0.45	0.41	0.39
<b>300 Meter Run</b>											
50TH	56.0	57.0	67.6	80.0			64.0	74.0	86.0		
45TH	57.5	58.0	70.0	82.6			68.5	75.5	91.7		
40TH	59.0	58.9	72.0	83.2			71.0	79.0	94.0		
35TH	60.0	61.0	74.8	85.0			74.5	80.5	101.8		
30TH	62.1	63.0	77.0	87.0			75.0	82.0	106.7		
25TH	64.0	65.0	81.0	89.0			76.0	85.5	109.3		

For example: A male candidate who is 28 years old and weighs 180 lbs. must meet the following minimum requirements to successfully complete the physical fitness examination:

1.5 mile run - 13 minute 22 seconds or better

Sit-ups - complete 35 sit-ups in one minute or less

Bench Press - Bench one rep at 180 lbs. ( $180\text{lbs.} \times 0.93 = 167.4$ )

300 Meter Run - 62.1 seconds or better



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.

**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.

