

Article VI — Examination & Grading Procedure

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Article VI — Examination & Grading Procedure

§ 13-601 General Examination Requirements for the Position of Patrol Officer.

The examination for an entry-level patrol officer position in the Police Department will consist of a written and an oral examination which will be graded on a one hundred (100) point scale, with the written examination representing seventy percent (70%) of the final score and the oral examination representing thirty percent (30%) of the final score. In addition, each Applicant will undergo a physical fitness test under § 13-608 and a background investigation under § 13-609, which will be graded on a pass/fail basis for every Applicant. After an Applicant has been extended an offer of employment, final appointment shall be contingent upon the Applicant passing physical and psychological examinations under § 13-703.

§ 13-602 General Examination Requirements for Ranking Officer Positions.

The examination for the positions of Corporal, Sergeant, Lieutenant, and Captain shall include a written and an oral examination which will be graded on a one hundred (100) point scale, with the written examination representing seventy percent (70%) of the final score and the oral examination representing thirty percent (30%) of the final score. In addition, each Applicant will undergo a physical fitness test under § 13-608, which will be graded on a pass/fail basis for every Applicant. After an Applicant has been extended an offer of promotion, the final appointment to the promotional position shall be contingent upon the Applicant passing physical and psychological examinations under § 13-703.

§ 13-603 Administering Examinations.

(a) **Written Examinations.** The Commission may designate the Department of Community Affairs, Municipal Consulting Services Division, the State Civil Service Commission of the Commonwealth of Pennsylvania, or any other recognized examining agency to act as examiner for the written examination. The Commission shall reserve the right to accept or reject, in whole or in part, the recommendations of the regularly appointed examining agency.

(b) **Oral Examinations.** The Commission may conduct the oral examination and the evaluation of the service or performance record of any Applicant, *and/or* the Commission may designate, from time to time, such persons (other than members of Borough Council) qualified in oral examining procedures and techniques, or qualified to evaluate performance or service records, as are considered necessary to assist in or perform such examination and evaluations.

(c) **Physical Fitness Test.** The Commission may designate agents to administer the physical fitness test.

(d) **General Requirements.** All written and oral examinations shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to discharge the duties of the employment sought by them. Except as otherwise provided in these Rules, the content and structure of the examinations shall be determined by the designated examiners. While the content and structure may be different for different positions or for the same position at different times, they shall be the same for all Applicants tested at any specific time for any specific position.

§ 13-604 Written Examinations.

The written examination shall be graded on a 100 point scale, and an Applicant must score seventy percent (70%) or higher in order to continue in the application process. Applicants scoring less than seventy (70) percent shall be rejected. After the administration and grading of the written examination, all Applicants shall be given written notice of their test results and passing Applicants shall be scheduled for the physical fitness test.

§ 13-605 Oral Examinations.

Every Applicant who scored seventy percent (70%) or higher in the written examination and passed the physical fitness test shall be given an oral examination. The oral examination will be graded on a 100 point scale, with a score of seventy percent (70%) or higher necessary for passing. Applicants scoring less than seventy percent (70%) shall be rejected. The Chief of Police, or his representative, shall develop a set of questions, which may be included, in whole or in part, in the oral examination. Applicants will not be graded by the Chief of Police or his representative. The oral examination shall involve questioning applicants on how they would handle situations relevant to police work, and, in the case of promotional examinations, how they handled similar situations in the past. Within thirty (30) days after an Applicant's oral examination, the Commission shall inform the Applicant of his/her score in the oral examination and the total overall score in the written and oral examinations (*see* § 13-606).

§ 13-606 Total Score for Written and Oral Examinations.

The total score for the written and oral examinations shall equal the sum of:

- (a) the written examination score under § 13-604 multiplied by seventy percent (70%);
- (b) the oral examination score under § 13-605 multiplied by thirty percent (30%); and
- (c) any applicable veterans' preference points under § 13-607.

§ 13-607 Veterans' Preference Points.

Any Applicant for the entry-level position of patrol officer who is a “soldier” within the meaning of the Veterans' Preference Act, 51 PA. CONS. STAT. § 7101 *et seq.*, and who has received a passing score under *both* the written and the oral examinations, shall receive an additional ten (10) points in addition to his/her total weighted scores for the written and oral examinations.

§ 13-608 Physical Fitness Testing.

An Applicant for any position as a Police Officer must pass a physical fitness test consisting of the following five (5) exercise test events, which are job-related and consistent with business necessity. Each event is immediately preceded by a warm-up session with intermittent rest periods to ensure the safety of the applicants. The physical fitness test is designed to measure the cumulative effect on each applicant. Therefore, a failure on any one of the test events constitutes a failure of the entire physical fitness test, and excludes the applicant from further processing.

(a) **Vertical Jump.** The Applicant must perform a vertical jump of at least fifteen and one-half (15.5) inches, given three (3) valid attempts. This is a measure of lower body explosive strength, an important part of any physical exertion scenario (*e.g.*, vaulting or jumping during a pursuit).

(b) **Sit-ups.** The Applicant must perform at least thirty (30) repetitions of sit-ups within one (1) minute. This is a test of the muscular endurance of the trunk, including the abdominal muscles and hip flexors, an important factor in the use of force scenario and minimizing lower back problems (*e.g.*, gaining control of a suspect). The Applicant starts by lying on his/her back, knees bent at approximately 90°, feet flat on the ground, hands behind the head with fingers interlaced. The Applicant's feet will be held firmly in place. For a repetition to be counted, the Applicant must touch his/her knees with his/her elbows and then return to the lying position so that the shoulder blades touch the ground. During the exercise, the Applicant may not raise his/her hips or “kip,” and may only rest in the “up” position.

(c) **300 MeterRun.** The Applicant must complete a three hundred (300) meter run within sixty-six (66) seconds. This is a measure of anaerobic power, an important factor in exerting short bursts of energy (*e.g.*, a foot pursuit).

(d) **Push-ups.** The Applicant must perform at least twenty-five (25) repetitions of push-ups. This is a measure of dynamic upper body strength, an important part of any dynamic physical exertion scenario (*e.g.*, gaining physical control of a suspect or clearing a roadway). Palms are flat on the ground, feet are together or up to six (6) inches apart, and the Applicant must remain in a straight plank position from head to heels throughout the event. The “up” position has a straight or “soft lock” of the elbows, and the “down” position occurs when the upper part of the arm (humerus bone) is parallel to the ground (approximately three (3) inches off the ground). The Applicant may rest in the “up” position only. There is no time limit for this test event. If any part of the Applicant's body (other than palms and feet) touches the ground during the test event, the Applicant fails the event.

(e) **1.5 Mile Run.** The Applicant must complete a one and one-half (1.5) mile run within fifteen (15) minutes and fifty-four (54) seconds. This is a measure of aerobic power or VO2

max, the foundation for almost all physical tasks (*e.g.*, use of force incident or administering one person CPR). The Applicant may not leave the running surface prior to successfully completing the course.

§ 13-609 Background Investigation.

(a) **Investigation by Chief or Designee.** The Commission shall request the Chief of Police or the Chief's designee to conduct a background investigation on an Applicant for the entry-level position of patrol officer who has passed the written examination, the oral examination, and the physical fitness test, at such time as the Commission determines under § 13-701(b). The background investigation shall include interviews with the Applicant's family, acquaintances, current and former employers, current and former neighbors, references, and current and former teachers and school officials. In addition, the Applicants record of criminal convictions should be investigated. The Applicant may be interviewed directly when the information collected during the background investigation requires clarification or explanation.

(b) **Recommendation to Commission.** After the background investigation is completed, the Chief of Police, or designee, shall make a written recommendation to the Commission on whether the Applicant is appropriate for consideration for appointment as a Police Officer. Appropriateness of the Applicant shall be based on the criteria set forth in § 13-507. This recommendation shall be in writing and if the recommendation is to disqualify, then a detailed written explanation of the reasons for disqualification must be included.

(c) **Determination by Commission.** The Commission shall make the final determination on whether the information collected during the background investigation warrants rejection of an Applicant.

(d) **Notification of Applicant.** The Commission shall inform each Applicant whether he/she has passed the background investigation within thirty (30) days after the Commission considers the recommendation of the Chief of Police or designee.