

Caln Township Civil Service Commission

POLICE OFFICER EXAMINATION INFORMATION PACKET

GENERAL QUALIFICATION REQUIREMENTS

- All applicants must have reached their twenty-first (21) birthday by the deadline date for submitting applications (October 5, 2018).
- Applicant(s) selected for probationary employment must reside within twenty-five (25) miles of the Caln Township Administration Building no later than three (3) months after successfully completing their twelve (12) month probationary period.
- All applicants must possess a diploma from an accredited high school or a graduate equivalency diploma (GED).
- All applicants must be a citizen of the United States.
- All applicants must be physically and mentally fit to perform the full duties of a police officer. Physical exertion standards enclosed.
- All applicants, prior to appointment, must possess a valid driver's license issued by the Commonwealth of Pennsylvania.
- All applicants shall have completed, prior to date of hire, the Act 120 training requirements necessary for certification from the Municipal Police Officers' Education and Training Commission (MPOETC), or are currently certified as a police officer in another state and qualified to obtain Act 120 certification by the date of appointment.

GENERAL EXAMINATION REQUIREMENTS

The examination for police officer will include a physical agility/fitness test that is graded on a pass/fail basis. Applicants who pass the physical agility/fitness test will undergo a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination representing fifty (50%) of the final score and the oral examination representing fifty percent (50%) of the final score. Applicants who, after the written and oral examinations, have one of the highest three scores (including veterans' preference points), will be required to undergo a polygraph examination and a background investigation. The polygraph examination and background investigation will be graded on a pass/fail basis; failure of either will disqualify the applicant. After an applicant has been extended a conditional offer of employment, final appointment shall be contingent upon the applicant passing a medical and psychological examination.

REJECTION OF APPLICANT

The Commission may refuse to examine, or, if examined, may refuse to certify as eligible after examination, any applicant who is found to lack any of the minimum qualifications for the position of police officer. In addition, the Commission may refuse to examine, or if examined, may refuse to certify any applicant who is physically or mentally unfit to perform the full duties of a police officer, or who has illegally used or is illegally using a controlled substance as the term is defined in Section 102 of the Controlled Substances Act, 21 U.S.C. Sec. 802, or who has been guilty of any crime involving moral turpitude, or of infamous or notoriously disgraceful conduct, or who has been dismissed from public service for delinquency or misconduct in office, or who is affiliated with any group whose policies or activities are subversive to the forms of government set forth in the constitutions and laws of the United States and Commonwealth of Pennsylvania, or who has falsified, omitted, or misrepresented any information during the completion of the formal application process, or any other documents/processes associated with the selection process.

DISCRIMINATION POLICY

The Township is an equal opportunity employer. The Township and the Commission will provide equal opportunities in employment and promotion. It is the Township's and the Commission's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran status, marital status, or non-job-related physical or mental handicap or disability.

GENERAL APPLICATION/EXAMINATION INFORMATION

The completed application must be received at the Caln Township Police Department, 253 Municipal Drive, Thorndale, Pa. 19372 no later than **4:00PM on Friday, October 5, 2018**. The application must be accompanied by a \$40.00 non-refundable processing fee. Please make checks payable to *Caln Township*. No application will be accepted or processed without the required fee. Applicants are reminded to read the application's General Instructions carefully. Applications containing material errors or omissions may, at the discretion of the Civil Service Commission, be returned to the applicant for correction prior to the deadline, after which no new applications or amended applications will be accepted.

Applicants who falsify, intentionally omit, or misrepresent any information during the completion of the formal application process, or any other documents/processes associated with this selection process will be rejected.

The Physical Agility/Fitness Test and Written Examination will be administered on **Sunday, October 14, 2018** at the Downingtown West High School, 445 Manor Avenue, Downingtown, PA 19355. Registration will **begin at 8:30AM and conclude at 9:00AM**. Applicants are encouraged to arrive early. In order to register, each applicant must present a valid photo driver's license to the registrar, and a completed Physical Agility/Fitness Test – Waiver of Liability (enclosed). Applicants who do not complete a Waiver of Liability will not be admitted to the Physical Agility/Fitness Test, and will not be eligible to proceed in the testing process. Applicants will be

issued a Physical Agility/Fitness Test Score Sheet to provide to the examiner at each of the four (4) physical agility/fitness events.

PHYSICAL AGILITY/FITNESS TEST

The Physical Agility/Fitness Test will begin promptly at **9:00AM**. An applicant for the position of police officer shall be tested to determine physical agility/fitness using the standards (enclosed) developed by the Cooper Institute for Aerobics Research, and required by the Municipal Police Officers' Education and Training Commission for Pennsylvania Act 120 certification. An applicant must pass each of the four (4) events at the 30th percentile listed for the applicant's age and gender in order to move on to the next event and pass the test as a whole. If the applicant doesn't meet the 30th percentile on an event, he/she will be dismissed from the Physical Agility/Fitness Test and will be considered rejected and not eligible to proceed in the testing process. Applicants who pass the Physical Agility/Fitness Test will be admitted to the written examination which begins promptly at **12:30PM**. ***Applicants who pass the Physical Agility/Fitness Test may leave the test site prior to the written exam, but no applicant will be admitted to the written examination room after 12:30PM.***

WRITTEN EXAMINATION:

The Written Examination will be approximately three (3) hours in length. The test proctor, prior to the examination, will give applicants specific instructions. Applicants will be required to present their passing Physical Agility/Fitness Test score sheet along with their photo driver's license before being admitted into the written examination room. Once admitted, applicants may not leave the room without the proctor's permission.

The written examination for the position of police officer shall be graded on a 100-point scale. An applicant must score seventy-five percent (75%) or higher to continue in the application process. Applicants scoring less than seventy-five percent (75%) shall be rejected. Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results; passing applicants shall be scheduled for an oral examination appointment.

VETERANS' PREFERENCE POINTS

Pursuant to the Veterans' Preference Act, preferences and credits based upon veterans' status shall be given as provided by law. Any applicant claiming veterans' preference is responsible for providing all relevant documents to the Commission. Applicants for the position of police officer who qualify under the Act shall receive an additional ten (10) points added to their final score if that applicant received passing scores in the Physical Fitness/Agility Test, Written & Oral Examinations.

Municipal Police Officers' Education and Training Commission

**DEGREES OF MAJOR PHYSICAL EXERTION REQUIRED OF PATROL OFFICERS IN THE
COMMONWEALTH OF PENNSYLVANIA:**

Walk continuously for 5 hours.

Stand continuously for 5 hours.

Chase a fleeing suspect 400 feet.

Run up 3 flights of stairs.

Jump down from a height of 5 feet.

Climb or pull oneself over a 6 foot barrier.

Push a 2 ton vehicle 25 feet.

Hold a 72 inch, 170 pound person for 3 minutes to control their movements.

Physically struggle by oneself with a 71 inch, 180 pound person for 2 minutes.

Pull a resisting 72 inch, 200 pound person through a doorway.

Jump over a 3 foot barrier.

**CALN TOWNSHIP
Civil Service Commission**

**PHYSICAL AGILITY/FITNESS TEST
Waiver of Liability**

For, and in consideration of the undersigned being given the opportunity to participate in and complete a physical agility test administered by the Caln Township Civil Service Commission, the undersigned applicant, for himself/herself, and his or her heirs, personal representatives, successors and assigns, recognizes and assumes any and all risks pertaining thereto and hereby releases Caln Township, the Caln Township Civil Service Commission, the Caln Township Police Department and their respective officials, officers, employees and all other personnel of Caln Township from any and all claims, causes of action, damages, and/or liability for any personal injury or death that may occur as a result of the undersigned participating in the physical agility/fitness test.

I fully understand that the physical agility test will involve periods of physical exertion. I agree that I will follow any instructions that are given during the course of this test.

Print Name of Participant _____

Signature of Participant _____

Witness to Signature _____

Date this _____ **day of** _____, **20** _____

Municipal Police Officers' Education and Training Commission
30th Percentile Age & Gender Adjusted Rankings

Physical Fitness Test Battery

Entry Level Standards

Event	Age 20 to 29		Age 30 to 39		Age 40 to 49		Age 50 to 59		Age 60 +	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
300 Meter Run	62.1	75.0	63.0	82.0	77.0	106.7	87.0	n / a	n / a	n / a
Time measured in seconds.										
Bench Press	0.93	0.56	0.83	0.51	0.76	0.47	0.68	0.42	0.63	0.40
Six attempts to complete one repetition = Body Weight X Ratio.										
Sit-ups	35	30	32	22	27	17	21	12	17	4
Total number of repetitions performed in one minute.										
1.5 Mile Run	13:08	15:56	13:48	16:46	14:33	18:26	16:16	20:17	18:39	22:34
Time measured in minutes and seconds.										