

WHITEHALL TOWNSHIP BUREAU OF POLICE

ENTRY-LEVEL POLICE TESTING GUIDE - PAGE 1 OF 4



PURPOSE

Entry-Level Police Testing is the beginning of a multi-phase process by the Whitehall Township Civil Service Commission which governs the eligibility, testing, and appointment process for entry-level police. Currently, elements of the testing and selection process consist of an online application, written examination, physical fitness test, oral examination, background investigation, certification by the Civil Service Commission, polygraph examination, psychological examination, and medical and physical examination.

ELIGIBILITY

In order to be eligible for participation in any examination with Whitehall Township Bureau of Police, every applicant must examine themselves carefully to determine if they meet the General Qualifications for All Applicants as set forth in Article III, Section 305. These criteria include:

A. He or she shall be a citizen of the United States.

B. He or she shall possess, prior to appointment, a valid motor vehicle license permitting the operation of a motor vehicle in the Commonwealth of Pennsylvania.

C. Applicants must either (i) possess a high school diploma or a G.E.D. Certificate together with either an Associate's Degree or 60 semester credit hours in an accredited institution of higher education prior to appointment, or (ii) shall have completed 4,000 hours of service as a full time police officer as of the deadline for submitting completed applications. The term "accredited institution" shall mean that the institution is published in the most current Higher Education Directory as published by Higher Education Publications, Inc.

Only one waiver per candidate, as follows, is allowed:

- 60 semester credit hours waived for an applicant with four full years of any law enforcement experience that encompasses the powers of arrest under State and/or Federal Law, e.g., Liquor Enforcement Officer, Corrections Officer, Probation and Parole Officer, Fish and/or Game Commission Officer. Determination of relevant law enforcement experience to be made on a case-by-case basis.
- 30 semester credit hours waived for the applicant with two full years of any law enforcement experience that encompasses the powers of arrest under State and/or Federal Law, e.g., Liquor Enforcement Officer, Corrections Officer, Probation and Parole Officer, Fish and/or Game Commission Officer. Determination of relevant law enforcement experience to be made on a case-by-case basis.
- 60 semester credit hours waived for those applicants with at least four years of full active military duty with an honorable discharge.
- 30 semester credit hours are waived for those applicants with at least two years of full active military duty with an honorable discharge.

D. He or she shall be physically and mentally fit to perform the essential duties of a police officer.

E. All applicants must have reached their twenty-first (21st) birthday before the deadline for submitting completed applications or, in the case of promotional exams, a Letter of Intent.

F. Applicants must reside within the Township boundaries or within a ten (10) mile radius of such boundaries within six (6) months of completing their probationary period.

AUTOMATIC DISQUALIFIERS

If a candidate meets all eligibility requirements, they should then examine themselves to determine if they will be automatically disqualified based on criteria set forth by the Whitehall Bureau of Police and by the Whitehall Township Civil Service Commission. These criteria include:

- Conviction of a felony.
- Use of illegal drugs in violation of the Whitehall Township Employment Drug Policy.
- Default of a student loan (insured by the U.S. Government).
- Failure of a department-administered drug test.
- Failure to register with the Selective Service System (for males only).

WHITEHALL TOWNSHIP BUREAU OF POLICE

ENTRY-LEVEL POLICE TESTING GUIDE - PAGE 2 OF 4



ILLEGAL DRUG POLICY

The Whitehall Township Bureau of Police is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by Whitehall Township Bureau of Police employees is not tolerated. Furthermore, applicants for employment of Whitehall Township Bureau of Police who currently use illegal drugs will be found unsuitable for employment. The Whitehall Township Bureau of Police does not condone any prior unlawful drug use by applicants, however, some otherwise qualified applicants may have used drugs at some point in their pasts. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of the Whitehall Township Bureau of Police to maintain a drug-free workplace and the public integrity necessary to accomplish the Whitehall Township Bureau of Police's intelligence and law enforcement missions. Applicants who do not meet these criteria should not apply for any Whitehall Township Bureau of Police position.

You can easily determine whether you meet the Whitehall Township Bureau of Police's illegal drug policy by answering the following questions:

1. Have you used marijuana at all within the last two years (24 months)?
2. Have you used any other illegal drug at all in the past 10 years?
3. Have you ever sold, distributed or manufactured any illegal drug with the exception of a small amount of marijuana as defined by Pennsylvania statute?
4. Have you ever used any prescription drug or used a legally obtainable substance in a manner for which it was not intended within three years (36 months) preceding the date of the preliminary application for employment?

If you answered "yes" to any of these questions, you are not eligible for employment with the Whitehall Township Bureau of Police.

APPLICATION

Whitehall Township participates with the Lehigh County Chiefs of Police Association testing consortium. The Lehigh County Chiefs of Police Association, on behalf of their respective commissions or municipalities, conduct the application, written examination, and physical fitness examination. On the appointed date, a single, unified application will be available online at www.lehighcountypolicetest.com. This application can be used to apply to one or all departments eligible for employment. It is incumbent on the applicant to determine their eligibility based on their respective qualifications. Unified applications must be completed online. You will not be permitted to take the exam until you complete the application online and pay the \$75 fee by using the PayPal account linked to the application.

- NO paper applications will be accepted.
- NO checks or money orders will be accepted.
- Applicants who do not have computer access can go to any public library to complete the application.

WRITTEN TEST

- All applicants shall report for registration at 7:30 a.m. on the day of the test. No one will be admitted after 8:30 a.m.
- All applicants must bring photo ID and two number 2 pencils.
- No food or drink, cell phones, back packs, hats, weapons, or purses, other than those used to carry personal hygiene items, will be permitted into the testing facility.

Accessing the Candidate Resource Center – Candidate Study Guide

- Visit the McCann Associates website at www.mccanntesting.com
- Located on the red navigation bar at the top of the page you will find a link to our "Resource Center". Click on this link and you will be brought to that section of the website.
- Once you access the "Resource Center" on the website, simply scroll down the page until you see the section for "Public Safety Resources". You will need to select the appropriate study guide to download.
- For those candidates participating in the written entrance level examination for police officer offered by the Lehigh County Chiefs of Police Consortium, you should select the "Entry Level – Police Officer Study Guide".
- Once you select the appropriate study guide, it will then open as a PDF file for viewing and/or printing if you so choose.

WHITEHALL TOWNSHIP BUREAU OF POLICE

ENTRY-LEVEL POLICE TESTING GUIDE - PAGE 3 OF 4



PHYSICAL FITNESS TEST

Candidates who have successfully completed and passed the written examination will be notified in writing if you are invited to attend the physical agility test. An applicant for the position of police officer must meet all the requirements set forth in the Physical Fitness Tests, Standards and Programs in Law Enforcement as written by the Cooper Aerobics Center, MPOETC, or any recognized physical agility testing program.

Physical Performance Test Battery

The Physical Performance Test Battery consists of five exercise test events, immediately preceded by a warm-up session with intermittent rest periods to ensure the safety of the applicants. The Physical Performance Test Battery 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 Test Battery and will exclude the applicant from further processing. The Physical Performance Test Battery and Standards are detailed below along with a general explanation of each test event protocol:

Vertical Jump - 15.5 Inches : This is a measure of lower body explosive strength. This is an important part of any physical exertion scenario. Example: Vaulting or jumping during a pursuit. The applicant stands directly under the horizontally aligned, half inch graduated blades of the Vertex Vertical Jump Tester. With their feet together, they begin by reaching up with one hand as high as possible keeping their heels flat on the ground. This establishes the applicant's base line reach height mark. From this mark, a measurement is made to fix the height of the standard mark. The vertical jump may be performed in one of two ways. The applicant may take a position with both feet squarely beneath them, bending down, and jumping straight up. The other method allows the applicant to keep one foot stationary, with the opposite foot step back or to the side, then stepping back to a square position, and jumping straight up. With either method, the applicant must reach up with one hand and touch the machines graduated blade set to the standard mark. The applicant has three valid attempts to reach the standard mark.

Sit-ups - 30 Repetitions in One Minute : This is a test of the muscular endurance of the trunk including the abdominal muscles and hip flexors. This is an important factor in a use of force scenario and minimizing lower back problems. Example: Gaining control of a suspect. The applicant starts by lying on their back, knees bent at approximately 90°, feet flat on the ground, and their hands behind the head with their fingers interlaced. Their feet will be firmly held in place. For a repetition to be counted, the applicant must touch their knees with their elbows and then 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" and they may only rest in the "up" position. The required number of repetitions must be completed within one minute.

300 Meter Run - 66 Seconds : This is a measure of anaerobic power. This is an important factor in exerting short bursts of energy. Example: A foot pursuit. The applicant must complete a 300 meter course in the required time. On a standard 440 yard track, this is approximately $\frac{3}{4}$ of the way around the track.

Push-ups - 25 Repetitions : This is a measure of dynamic upper body strength. This is an important part of any dynamic physical exertion scenario. Example: Gaining physical control of a suspect or clearing a roadway. The applicant starts in a kneeling position in order to set their hands, palms down on the ground, approximately shoulder width apart. The legs are then extended straight back with the feet together or up to six inches apart. The applicant flexes their arms at the elbow until the upper part of the arm (Humerus) becomes parallel to the ground. This is approximately three inches off of the ground. The applicant then returns to the up position with a straight or "soft lock" of the elbows. The applicant must remain in the straight plank position from their head to their heels. The applicant may only rest in the up position only. There is no time limit on this test event. No other part of the applicant's body may touch the ground during the test event or they fail.

1.5 Mile Run - 15 Minutes 54 Seconds : This is a measure of aerobic power or VO2 max. This is the foundation for almost all physical tasks. Example: Use of force incident or administering one man CPR. The applicant must complete the 1.5 mile course in or under the required time. On a standard 440 yard track, six laps must be completed. The applicant may not leave the running surface prior to successfully completing the course.

WHITEHALL TOWNSHIP BUREAU OF POLICE



ORAL EXAMINATION

Candidates who have successfully passed the written examination and physical fitness test will be notified in writing of their invitation to the oral examination. Candidates who are invited to the oral examination will be graded based on their responses to questions on how they handle situations relevant to police work. The oral examination portion of entry-level police testing shall be administered by at least three (3) examiners knowledgeable in police affairs, designated by the Commission.

GRADING AND RANK

At the completion of the examination requirements set forth in Article IV, written examination, oral examination, and physical agility examination, the Commission shall rank all passing applicants on a list with the applicant receiving the highest score at the top of the list and the applicant receiving the lowest passing score at the bottom of the list. Applicants for patrol officer who qualify for veterans' preference points shall have those points added to their passing score prior to being ranked on the Eligibility List.

An Eligibility List certified by the Commission shall remain in effect for a period of one (1) year from the date of certification of the list. The Commission may, at its sole discretion, void an Eligibility List at any time for any reason.

VETERANS' PREFERENCE POINTS

- To qualify for veterans' preference, you must meet the definition of a "soldier" as indicated in the Pennsylvania Military Code, 51 Pa .C.S. § 7101. Individuals in any of the following categories are considered veterans for purposes of veterans' preference:
- 1. Individuals who have served in the armed forces of the United States, or in any women's organization officially connected therewith, during any war or armed conflict, including National Guard or Reserves serving on active duty for other than training, and were released from such active duty under honorable conditions; or
- 2. Individuals who have served in the armed forces of the United States, including the National Guard and Reserves since July 27, 1953 or otherwise completed certain military commitments prior to July 27, 1953, and completed basic training, completed their initial military service obligation, and received a discharge under honorable conditions; or
- 3. Individuals in the National Guard or Reserves who have completed basic training, completed their initial military service obligation, and continue to serve. The same preferential rating given under these provisions shall be extended to include the spouses of deceased or disabled soldiers in accordance with Pennsylvania Military Code, 51 Pa. C.S. § 7108.

Veterans claiming Veterans' Preference must produce a DD-214 in order to establish their eligibility.

VETERANS' PREFERENCE AND ITS IMPACT ON MERIT HIRING

An additional ten points shall be applied to the final examination score obtained by a veteran in accordance with 51 Pa.C.S. § 7103 (relating to additional points in grading civil service examinations), and the same preferential rating given to veterans under this part shall be extended to include spouses in accordance with 51 Pa.C.S. § 7108 (relating to preference of spouses). When a qualified and eligible veteran is ranked in the top three highest available job seekers on a civil service list or an alternative number as approved by the PA Office of Administration, non-veterans may not be considered for appointment from that list. Qualified and eligible veterans can be selected regardless of rank or final examination score.

STEPS FROM APPLICATION TO HIRE

Individuals can expect the following steps during the testing to eligibility list process:



Candidates are certified from the eligibility list for hire in groups of three for open positions. The hiring process only begins when there is an open position available. Candidates must pass each step successfully for permanent hire. Individuals can expect the following steps during the eligibility list to permanent placement as an employee of Whitehall Township:

