

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

Allegheny County Police Test 2020 Informational Handout

Applying for the Position:

Minimum Requirements:

- All applicants must meet the following criteria in order to be eligible to take the Written Examination:
 - Must be a United States Citizen
 - Must have a high school diploma or a GED equivalent
 - Must be at least 18 years of age

How to Apply:

- Visit our website (<http://alleghenycounty.us/careers>)
- Click 'Via Alphabetical List' to see all open positions, locate the position of Police Officer, click to view the job announcement.
- Once you review the job announcement, click the 'Apply Online' button towards the bottom of the page.
- Follow the instructions as directed and click 'Submit' at the end of the application. Once you click 'Submit' you will be given a Web ID Number; this means that your application was successfully submitted.

Veterans' Preference:

- Veterans' Preference will be awarded to eligible candidates. Discharge and separation papers (DD214) must show character of discharge and be submitted to the Department of Human Resources when completing the application online. Applicants claiming Veterans' Preference for a deceased spouse must submit a copy of the death certificate. Military or National Guard reservists must provide an original Statement of Service letter from their current or most recent Reserve or National Guard Commanding Officer at the rank of Colonel (Army, Air Force, or Marine), Captain (Navy or Coast Guard) or higher. The letter must include:
 - A statement that characterizes your current service (i.e., honorable or under honorable conditions)
 - Date Military or National Guard reserve began
 - Completion date of Military reserve obligation

Written Examination:

Multiple Choice Test:

- The written Police Examination will test your:
 - Ability to learn and/or apply police information
 - Ability to observe and remember details/observation and memory
 - Ability to use judgment and logic/situational judgment and problem solving
 - Ability to follow directions
 - Verbal ability (vocabulary and reading comprehension)

Study Guide:

- The test vendor has made a study guide available for individual purchase. This is an optional guide that may help you prepare for the upcoming exam.
- The Entry-Level Police Study Guide can be purchased through Public Safety Compass for \$20.00 plus shipping.

LAURA J. ZASPEL, DIRECTOR

DEPARTMENT OF HUMAN RESOURCES

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- To purchase the Entry-Level Police Study Guide, visit the Public Safety Compass website (<http://www.publicsafetycompass.com>). The list of available study guides can be viewed on the right. The study guide applicable to the upcoming Allegheny County Police Officer examination is the Entry-Level Police Candidate Study Guide (SKU: ELPOSG3rd).
- If you are interested in receiving the Entry-Level Police Candidate Study Guide and can show proof of receipt of public (cash) assistance to the Department of Human Resources, a guide may be provided to you at no cost. You may call 412-350-6830, or email CountyPoliceTest2020@alleghenycounty.us for additional information.

Test Admission Packet:

Admission Letter:

- If deemed eligible for the written examination, you should receive your test admission packet within three weeks of submitting your application.
- Within your admission packet, you will receive an admission letter, which indicates the date, time, and location of the examination. **Do not discard your admission letter. You will be required to present your admission letter on the day of the written examination.**
- **You are also required to present a photo ID on the date of the examination.** Your exam will not be scored unless you present your photo ID at the exam.
- Your scheduled test date and time cannot be changed.

Study-Tips Handout:

- In addition to your admission letter, you also will receive an Examination Study-Tips Handout. This handout will help familiarize you with test taking procedures. You are encouraged to read this handout thoroughly. However, you will not be permitted to take this guide with you into the examination room.

Examination Day and Results:

Written Test:

- On the day of the written examination, February 22, 2020, be sure to bring your admission letter, and your photo ID. You must show your photo ID in order for your exam to be scored. Report to the testing location at the time indicated on your admission letter. If you are late, you will not be admitted to the examination, and you will not be rescheduled for a new test time.
- Be sure to listen to the test administrator and follow the instructions of all test proctors. Proctors are available to assist you, address your concerns, and answer your questions as appropriate. However, please keep in mind that proctors are not permitted to answer questions regarding specific test questions.
- If you require assistance when taking the examination, or you anticipate a need for an accommodation during the selection process due to a disability, please contact the Department of Human Resources.

Results/Eligibility List:

- The passing grade on the written examination is 75% based on a possible score of 100%. You will receive your official results within a few weeks of the written examination. The results will include your examination score and your rank if you achieve a passing grade. Passing applicants will be placed on the eligibility list according to their ranks, i.e., in score order, starting with the highest score. All hiring for the next three years will be done from this eligibility list.

Veterans' Preference Points:

- If you are eligible to receive Veterans' Preference and submitted the required documentation with your application, your results letter will indicate that 10 points were added to your score. Points are added only if you achieve a passing score on the examination.

MPOETC Requirements and the Selection Process:

- Below is information regarding the Municipal Police Officer's Education and Training Commission's requirements for the Police Officer Training Academy. This information was obtained from the MPOETC website at www.mpoetc.state.pa.us. Any person who is to be employed as a police officer by police departments within the Commonwealth of Pennsylvania must:

- Be 18 years of age or older.
- Possess a high school diploma or GED Equivalency.
- Be a citizen of the United States.
- Be free from convictions of disqualifying criminal offenses. A disqualifying criminal offense is defined as a criminal offense for which more than one year in prison can be imposed as punishment.
 - Prior to the Background Investigation, applicants must possess a valid driver's license.
- Be able to read at no less than the ninth grade level, as established through the administration of the Nelson-Denny Reading Test.
- Be personally examined by a Pennsylvania-licensed physician. The examination shall include the following:
 - Applicants shall be free from the addictive or excessive use of either alcohol or drugs which shall be determined using current laboratory testing procedures.
 - Applicants shall be free from the use of illegal controlled substances which shall be determined using current laboratory testing procedures.
 - Applicants physical condition shall be such that applicants could reasonably be expected to withstand significant cardiovascular stress.
 - Applicants shall be free from any debilitating conditions such as tremor, incoordination, convulsion, fainting episodes or other neurological conditions which may affect the applicants' ability to perform as police officers.
 - 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 abnormality.
 - Applicants shall have audio acuity sufficient to distinguish a normal whisper at a distance of 15 feet. The test shall be independently conducted for each ear while the tested ear is facing away from the speaker and the other ear is firmly covered with the palm of the hand. The applicant may not use a hearing aid or other aid to perform the test. If the applicant fails this test, the applicant shall be required to take and pass a decibel audio test.
 - Applicants may not be missing any extremities, including digits, which would prevent performance of required police duties or meeting minimum training requirements.
 - Applicants shall be free from any other significant physical limitations or disabilities which would, in the physician's opinion, impair the applicant's ability to perform the duties of a police officer or complete the required minimum training requirements.
- Be personally examined by a Pennsylvania-licensed psychologist and found to be psychologically capable of exercising appropriate judgment or restraint in performing the duties of a police officer. The examination shall include the following elements:
 - *Interview and history:* The psychologist shall personally interview the applicant. The interview shall include a summary of the applicant's personal, educational, employment and criminal history.
 - *Required psychological test:* Applicants shall be administered a current standard form of the Minnesota Multiphasic Personality Inventory (MMPI).
 - *Other testing methods:* If the licensed psychologist is unable to certify the applicant's psychological capability to exercise appropriate judgment and restraint to perform the duties of a police officer including the handling of a lethal weapon, the psychologist shall employ whatever other appropriate techniques to form a professional opinion of the applicant's ability. The use of these additional techniques requires a full and complete written explanation to the Commission on a form submitted by the psychologist to the Commission indicating what additional testing has been performed and the results of the tests.
- Be evaluated to determine physical fitness using the standards developed by the Cooper Institute for Aerobics Research in Dallas, Texas. Each applicant shall score no lower than the 30th percentile of the Cooper standards, which coincides with the 30th percentile of the general population, in each of the four required evaluations to be eligible for employment. A person will not be enrolled in a recruit training program at a police academy certified by the Commission unless the person has obtained a score in the 30th percentile or higher for the person's age and gender as specified in the Cooper

standards for each of the four evaluations. (Please see below for a copy of the Cooper Standards.)
The four required evaluations are as follows:

- 1.5 mile run.
- 300 meter run.
- One repetition bench press.
- One-minute sit ups.
- Certify whether they have taken a physical examination or psychological evaluation conducted in conjunction with an application for police employment within the previous year and the outcome of the examination or evaluation.
- Be subject to a thorough background investigation conducted by the applicant's employing police department. The investigation shall include the following:
- A criminal history check including the submission of fingerprints to the Central Repository for the Commonwealth and to the Federal Bureau of Investigation.
 - A check of the applicant's credit history.
 - Personal interviews conducted with at least 3 people that have personal knowledge of the applicant but are not related to the applicant.
 - Interviews of the applicant's employers, if any, for the past 5 years to determine the applicant's work history.
 - A check of the applicant's driving record verifying that the applicant has a valid driver's license.
- Successfully complete a basic police training course given at a Commission-certified school or obtain a waiver of training.
 - Successful completion of a basic police training course shall be determined by the training school, based upon Commission standards.
 - An applicant for a waiver of training shall:
 - Be employed as a police officer.
 - Satisfy one of the following conditions:
 - Successfully completed a Pennsylvania basic police training course approved by the Commission.
 - Previously was a Commission-certified police officer and left this position in good standing.
 - Previously was employed as a full-time police officer in this Commonwealth before June 18, 1974, who was not required to obtain certification from the Commission, and worked as a full-time police officer for at least 5 years.
 - Previously or currently employed as a full-time police officer of another state and met the certification standards of that state, provided that certification had been based on the completion of an approved basic police course comparable to that of the act.
 - Undergo proficiency testing in the following three areas. Documentary proof of each qualification shall accompany the waiver of training application.
 - *Firearms*: Applicants shall qualify on a police firearms course conducted by a certified police firearms instructor with the weapons the applicant will use in the performance of his police duties. The Commission will publish the requirements for a police firearms course in the Commission newsletter on an annual basis.
 - *First Aid/CPR*: Applicants shall have valid certification in first aid and adult, child and infant CPR, from the American Red Cross, the American Heart Association, the Department of Health or other agency approved by the Department of Health.
 - *Patrol vehicle operation*: Applicants shall successfully pass the patrol vehicle operation test required in the basic police training course at a certified school or by a certified instructor.

- Take a certification examination administered by the Commission at a location and time designated by the Commission. The schedule for the examinations may be obtained by writing the Commission office.

Cooper Standards

Municipal Police Officers' Education and Training Commission
30th Percentile Age & Gender Adjusted Rankings
 Physical Fitness Test Battery Norms
 Academy 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										
**Time measured in seconds	62.1	75.0	63.0	82.0	77.0	106.7	87.0	N/A	N/A	N/A
Sit-Ups										
**Total number of repetitions performed in one minute.	35	30	32	22	27	17	21	12	N/A	N/A
1 RM Bench Press Ratio	0.93	0.56	0.83	0.51	0.76	0.47	0.68	0.42	0.63	0.40
1.5 Mile Run										
**Time measured in minutes and seconds.	13:15	15:46	13:44	16:42	14:34	17:29	15:50	19:10	N/A	N/A