§ 4.1 General Examination Requirements for the Position of Police Officer

The examination for police officer will consist of a written and oral examination which will be graded on a one hundred (100) point scale with the written examination representing fifty (50%) percent of the final score and the oral examination representing fifty (50%) percent of the final score. In addition, each applicant will undergo a physical fitness test, a polygraph examination and a background investigation as set forth in these Rules. The physical fitness test, polygraph examination and investigation 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 a physical and psychological examination.  [Amended February 14, 2012]; [Re-amended January 8, 2013]. [Re-amended February 18, 2014].

§ 4.2 General Examination Requirements for the Positions of Juvenile Officer, Detective, Sergeant, Lieutenant and Captain.

The examination for the positions of Sergeant, Lieutenant and Captain and civil service positions of Juvenile Officer or Detective shall include a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination representing fifty (50%) percent of the final score and the oral examination representing fifty (50%) percent of the final score. [Amended February 8, 2011].

§ 4.3 Notice of Examination.

The Commission shall appoint a written examination administrator, an oral examination administrator, a physical fitness examiner, a polygraph examiner, a medical examiner and a psychological examiner to conduct the appropriate examination required by these Rules and Regulations.
§ 4.3   Rules of the Civil Service Commission - Township of Shaler

Model Resolutions of appointment for the appointment of each of these examiners are attached as Appendix B-1 through B-6, respectively, and model notices of appointment of these examiners are attached as Appendix C-1 through C-6, respectively, and all are incorporated into these Rules and Regulations. [Amended January 8, 2013].

§ 4.4   Written Examinations.

The written examination shall be graded on a one hundred (100) point scale, and an applicant must score seventy (70%) percent or higher and be one of the top twenty-five scores including ties on the written examination in order to continue in the application process. Applicants scoring less than seventy (70%) percent on the written examination and those applicants not having one of the top twenty-five scores on the written examination shall be rejected. Thus, even applicants having a passing grade on the written examination may not continue in the application process unless the applicant has one of the top twenty-five (25) scores including ties on the written examination. The applicant will be given a number by the Commission at the time of testing. This number will be placed on the test by the applicant. The applicant's name is not to be placed on the test. The names and matching numbers will be placed in a sealed envelope and retained by the Commission. The test scores will be delivered in a sealed envelope to the Township Manager to be opened at a meeting of the Civil Service Commission with the Township Manager in attendance at which time the test scores will be matched to the applicants' names. [Amended February 8, 2000]. [Re-amended May 10, 2005]. [Re-amended February 8, 2011]. [Re-amended February 18, 2014]

Within thirty (30) days after the administration of the written examination, all applicants shall be given written notice of their test results and passing applicants for the position of police officer shall be scheduled for physical fitness testing. A model letter informing a passing applicant of his written score and date for physical fitness testing is attached as Appendix A-4, and a model letter for a failing applicant is attached as Appendix A-5 and both are incorporated into these Rules and Regulations.

§ 4.5   Physical Agility Testing.

An applicant for the position of police officer must meet the following requirements:
1. Stretcher Carry. Applicants will be paired off and required to carry a stretcher with a simulated patient weighing approximately two hundred (200) lbs. over a distance of one hundred (100') feet. Those applicants failing on the first attempt will be allowed to retake the exercise with a person who has successfully completed the exercise.

§ 4.5 Rules of the Civil Service Commission - Township of Shaler § 4.6

2. Body Drag. An applicant is required to remove a simulated motor vehicle operator weighing approximately two hundred (200) pounds from behind the steering wheel of a motor vehicle and drag the simulated operator to a point fifty (50') from the motor vehicle.

3. Quarter Mile Run. An applicant is required to run a distance of one quarter (1/4) mile on a pre-measured course in less than one hundred ten (110) seconds.

4. Window Climb. An applicant is required to climb through the six (6') foot high level window without assistance onto a three (3') foot level platform on the other side of the window, and then to the ground. Applicants must then circle around a marker twenty (20') feet beyond the window and return up the three (3') foot high platform and out the window onto the ground below.

5. 30-Second Trigger Pull. Within a 30-second time limit per hand, an applicant is required to repeatedly pull fifteen (15) times for each hand the trigger of a double action non-functional revolver with arms horizontally extended.

Each event is pass/fail; thus, if one event is failed, the entire test is failed and the applicant will be dismissed from the fitness test and will not be eligible to participate further in the examination process. All eligible applicants passing the physical agility testing shall be given written notice of an oral examination appointment. Written notice may be given by personal service or by certified mail. [Amended April 23, 2007]. [Re-amended November 10, 2009].

§ 4.6 Oral Examination.

Every applicant for the position of police officer who scored seventy (70%) percent or higher in the written examination and receives one of the top twenty-five scores and who shall have passed the physical fitness testing shall be given an oral examination which will be graded on a one hundred (100) point scale with a score of seventy (70%) percent or higher necessary for passing. The oral examination shall be conducted by an Oral Examination Administrator appointed by the Commission. The Township Chief of Police may attend but not participate in the oral examinations. The oral examination shall involve questioning the applicant on how he would handle situations relevant to police work. Within thirty (30) days after the applicant's oral examination, he shall be informed of his score in his oral examination and total overall score. [Amended February 8, 2000]. [Re-amended August 13, 2002]. [Re-amended May 10, 2005]. [Re-amended February 18, 2014]
A model letter informing a passing applicant of his oral score is attached as Appendix A-8 and a model letter for a failing applicant is attached as Appendix A-9, and both are incorporated into these Rules and Regulations.

§ 4.7 Veterans' Preference Points.

Pursuant to the Veterans' Preference Act, any applicant for the position of patrol officer who qualifies as a "soldier" under this Act, shall receive an additional ten (10) points on top of their total score if that applicant had received passing scores under Sections 4.1, 4.4, 4.5 and 4.6. Any applicant claiming veterans’ preference is responsible for providing any and all relevant documents to the Commission. Under no circumstances shall Veterans’ Preference Points be added to any test score prior to the calculation of the final total score of an applicant. [Amended February 8, 2011].

§ 4.8 Background Investigation.

The Commission shall request the Chief of Police or his designee to conduct background investigations as set forth herein. Background investigations may be restricted to those candidates on an Eligibility List or those certified to the Township Commissioners for appointment in accordance with Section 638 of the First Class Township Civil Service Act. 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 applicant's credit history and 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. [Amended February 14, 2012].

If necessary to complete a thorough background investigation of any applicant, the Commission may, upon the request of the Chief of Police or his designee, subpoena the personnel records maintained by any other police department(s) by which the applicant was previously employed. [Added January 8, 2013].

After the background investigation is completed, the Chief, or his 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 Section 3.7 of these Rules and Regulations. 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. The Commission shall make the final determination on whether the information collected during the background investigation warrants rejection of the candidate.
Within thirty (30) days after the Commission considers the recommendation of the Chief of Police or his designee, the applicant will be informed of whether he has passed the background investigation. A model letter informing an applicant that a background investigation has been successfully completed is attached as Appendix A-11 and a model letter informing an applicant that he has failed the background investigation is attached as Exhibit A-12, and both are incorporated into these Rules and Regulations.

§ 4.9  Rules of the Civil Service Commission - Township of Shaler § 4.9

§ 4.9  Polygraph Examination – Position of Police Officer

Every applicant for the position of police officer, who shall undergo a background investigation, shall also fill out a Personal Data Questionnaire and undergo a polygraph examination.

The Commission shall furnish each polygraph examiner with forms upon which the examiner shall state whether any of the applicant’s responses to questions from the applicant’s Personal Data Questionnaire are deceptive. The report on each examination shall be submitted to the Commission within five (5) days after the date of the examination.

The examiner shall ask questions based on the information contained in the Personal Data Questionnaire. Before administering the test, the examiner shall ask each applicant whether there is any more information related to the Personal Data Questionnaire which the applicant would like to provide. There shall also be a post-test review during which the examiner shall again ask the participant, if deception is indicated, whether there is any information which the applicant is withholding.

If the examiner shall deem any of the applicant’s responses to be deceptive, the examiner must tell the applicant immediately and give the applicant an opportunity to explain, deny or admit the deception. If the applicant denies being deceptive or if the explanation is found unsatisfactory by the examiner, the applicant will be given the opportunity to immediately take a specific issue examination to address the area(s) in which deception was indicated. If this examination also finds the applicant deceptive, the applicant will be considered as having failed the examination.

A failure shall be defined as:

1) Any deception indicated on any or all portions of the polygraph examination.
2) Falsification or deception of any portion or questions on the Personal Data Questionnaire.
3) Based upon any information or admissions that arise during, or as a result of, the polygraph examination.

An applicant who has failed the polygraph examination may appeal to the Civil Service Commission within ten (10) days of notice of failure. If the Civil Service Commission authorizes a second polygraph, the second polygraph examination shall be administered by a polygraph
examiner of the Commission’s choice. If the second examiner finds no deception, the applicant will be considered as having passed the polygraph. If this examiner also finds the applicant deceptive, the applicant will be considered as having failed the polygraph examination and no further appeal shall be allowed. The second polygraph shall be at the applicant’s expense. [Added January 8, 2013].