

City of Bradford Police Department 2021 Police Officer Testing Guide

Police Officer Testing Information:

The City of Bradford Police Department is seeking motivated individuals who are interested in pursuing a rewarding career by making a difference in our local community. The City of Bradford is located in northwestern Pennsylvania with a population of approximately 8,300 people. Home of a satellite college campus University of Pittsburgh at Bradford. The City of Bradford is the core community of a small growing area of McKean County which consists of approximately 40,000 residents. The Bradford area is a diverse community and offers an exceptional quality of life.

Testing Process:

The testing process for the City of Bradford Police Department requires successful completion of each testing phase. Minimum Police Officer Qualifications • Applicants must be a U.S Citizen • Applicants must be at least 21 years of age by the time of appointment. There is no maximum age limitation. • Applicants must possess a valid Pennsylvania driver's license prior to appointment or, if not a resident of the Commonwealth, obtain a Pennsylvania operator's license within 30 days of appointment. • Applicants must be a high school graduate or equivalent. • In general, the health of applicants must be excellent. Physical or medical conditions that could reasonably be expected to impair the performance of essential functions shall be cause for rejection. • Applicants must be free of conviction for crimes punishable by imprisonment for greater than 90 days. Less serious convictions, including traffic, will be examined and may be cause for disqualification. The applicant must meet all physical requirements from MPOETC physical guidelines such as vision and psychological standards

Phase #1:

Physical Fitness Examination- Applicants must meet or exceed the minimum standards based on their gender and age. While the City will staff the physical fitness examination with employees trained in CPR and first aid, and trained to monitor applicants for signs that the testing may be creating an immediate health concern relative to an applicant, the testing is rigorous. The demanding nature of the examination cannot be eliminated without invalidating the test. You should not make yourself, at least without your physician's approval, an applicant if you have concerns that vigorous exercise may negatively impact your physical health. If you consult with your physician on this matter, you are advised to show them the summary of the testing protocols. Applicants who do not successfully complete the Physical Fitness Examination will not proceed any further in the Testing Process.

Physical Fitness Examination Protocols:

The City of Bradford Police Department physical fitness examination consists of four events. Each event along with the examination protocols are described below. Applicants must achieve at least the 30th percentile score on each event in order to proceed to the next testing phase. The City will staff the physical fitness examination with employees trained in CPR and first aid, and trained to monitor applicants for signs that the testing may be creating an immediate health concern relative to an applicant, the testing is rigorous. The demanding nature of the examination cannot be eliminated without invalidating the test.

If you consult with your physician on this matter before testing, you are advised to show him/her the summary of the testing protocols. 1.5 Mile Run—The applicant must complete the 1.5-mile course in or under the required time. On a 440-yard running track, six laps must be completed. The applicant may not exit the running surface prior to completing the course. Sit-ups—The applicant starts by lying on their back, knees bent at approximately a 90-degree angle, feet flat on the ground, and hands behind the head. Fingers must be interlocked. The feet are held in place while the applicant performs the required number of sit-ups. To be counted as a repetition, the applicant must touch their knees with their elbows and 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 (bouncing of the buttocks) and may only rest in the up position. The required number of repetitions must be completed within one minute or less. Push Ups – The applicant must complete the number of push ups listed in the age and gender table within the 1 minute time period. 300 Meter Run—The applicant must complete a 300-meter course in or under the required time. On a standard 440 yard track, the 300 meter line is 112 yards from the start/finish line.

Physical Fitness Test Battery Protocols and Guidelines:

Police officers in the Commonwealth of Pennsylvania need to be concerned about physical fitness and health. Physical fitness and health effects:

- A. Ability of police officers to perform essential functions of the job.
- B. The risk of an officer using excessive force in certain situations.
- C. The risks to an officer's health associated with a career in law enforcement.
- D. Legal considerations related to litigation and court challenges.

The Fitness Test Batteries required of applicants and cadets measure the following areas of physical conditioning that effect police officers.

- A. Sit-ups Muscular Endurance (abdominal)
- B. 300 Meter Run Anaerobic Power (sprinting ability)
- C. Push-ups Muscular Endurance (upper body)
- D. 1.5 Mile Run Aerobic Capacity (cardiorespiratory)

MPOETC uses the Cooper Health-Based norms and Cooper Health-Based protocols for assessing and testing cadets' physical fitness levels. Two different tests are given, one to applicants prior to enrollment and one to cadets prior to graduation from the academy. Both are designed to measure the cumulative effect on the cadet and therefore each complete test battery must be given at one time, on a single day, exactly as outlined below within established protocols.

Due to the cumulative nature of the test battery, each event must be successfully completed with at least the minimum score before the next event can be attempted. If an individual does not successfully meet the required minimum standard in any event of a fitness battery, the test is immediately terminated, and no other events can be attempted at that time.

By regulation, an applicant must successfully complete the Entrance Fitness Test Battery for enrollment in the police academy.

Based on Title 37 § 203.11 Qualifications, **MPOETC** requires each applicant to achieve a 30th percentile (Cooper standards) in each listed event of the Fitness Test Battery, in the order indicated, prior to being enrolled in a police academy:

- A. 300 Meter Run
- B. One (1) Minute Push-ups
- C. One (1) Minute Sit-Ups
- D. 1.5 Mile Run

Fitness Test Requirements

	[Male Standards]					[Female Standards]				
AGE	20-29	30-39	40-49	50-59	60+	20-29	30-39	40-49	50-59	60+
1 Minute Sit-up										
50TH	40	36	31	26	/	35	27	22	17	/
30TH	35	32	27	21	/	30	22	17	12	/
300 Meter Run										
50TH	56.0	57.0	67.6	80.0	/	64.0	74.0	86.0	/	/
30TH	62.1	63.0	77.0	87.0	/	75.0	82.0	106.7	/	/
1 Minute Push-up										
50TH	33	27	21	15	/	18	14	11	/	/
30TH	26	20	15	10	/	13	9	7	/	/
1.5 Mile Run										
50TH	11:58	12:24	13:12	14:23	/	14:04	14:34	15:34	17:19	/
30TH	13:15	13:44	14:34	15:50	/	15:46	16:42	17:29	19:10	/
1 RM Bench Press Ratio										
30TH	0.93	0.83	0.76	0.68	0.63	0.56	0.51	0.47	0.42	0.40

Final Testing Order:

1 Minute Sit-up
 300 Meter Run
 1 Minute Push-up
 1.5 Mile Run

Pre-Academy testing order:

300 Meter Run
 Push Ups
 Sit Ups
 1.5 Mile Run

This is a cumulative test. Each event is pass/fail; thus, if one event is failed, the entire test is failed. There is no “averaging” of scores.

Phase #2:

Written Test - A score of at least 70% on each component of the exam is required to pass the written test. Applicants who do not meet this requirement will not receive further consideration. Sample questions can be found at the end of this packet.

Phase #3:

Oral Board Interview - Applicants who successfully complete the written testing will undergo an oral board interview conducted by Police Department staff. Applicants must obtain a minimum of %70 on the oral board interview to continue to the next phase. Eligibility List Applicants passing all examinations will be placed on the eligibility list based on their final scores. Final scores shall be the average of the score on the written examination and the oral board examination. Veteran preference credit will be provided in accordance with the Veterans' Preference Act. In the event the final scores of applicants are identical, the applicant with the higher oral board score shall be placed higher on the eligibility list. Placement on the eligibility list does not guarantee or imply that you will be extended an employment offer.

Pre-Offer Screening • Personal History Statement - Detailed application completed by the applicant. • Conducted on all applicants being considered for a vacant position. • Background Investigation - Completed by a member of the City of Bradford Police Department including the fingerprinting & photographing of applicant. • Administrative Interview - Conducted by the Chief of Police, City Administrator and Human Resources Director. Post Offer Screening • Psychological Exam - Conducted by a licensed psychologist appointed by the City. • Medical/Physical Exam - Including drug screening by a City-appointed physician. Note: the entire application process could take approximately 6 months or longer.

For Salary and Benefit Information go to www.bradfordpa.com and click on Police employment then the Salary and benefits pdf.

Frequently Asked Questions:

What should I wear or bring for the first day of testing? There is no dress code for the first day of testing. Because you will be performing tasks indoors, it is recommended that you wear comfortable and appropriate attire. Applicants are required to provide a photo ID when checking in at the testing location. Water and restrooms will be available at each testing location. Food and non water beverages are not available at the testing sites. You will have a limited amount of time between testing phases so applicants are encouraged to bring any food and beverages that they may need for the day. Please note, eating, drinking or the use of electronic devices are not permitted during the written test. How long will the physical fitness and written portion of the testing last? The physical fitness portion of the testing will occur in the morning and the written portion will be in the afternoon. Applicants should plan to spend the majority of the day at the testing location. Where does the physical fitness portion take place? The physical fitness portion takes place at an indoor and/or outdoor track facility or another appropriate

facility or outdoor area. Can I still be hired with a misdemeanor arrest on my record? Applicants must be free of conviction for crimes punishable by imprisonment for greater than 90 days. Less serious convictions, including traffic, will be examined and may be cause for rejection. Will a past driving suspension prevent me from being hired? Not necessarily. An applicant's overall driving record will be reviewed and a poor driving record may be cause for disqualification. Do I need to be Act 120 certified to become a police officer for the City of Bradford Police Department? **No**. Appointees who are not already certified for municipal law enforcement by the Commonwealth of Pennsylvania are immediately scheduled for training leading to certification. City of Bradford officers are generally enrolled in a Pennsylvania State Police Academy 23-week training program with classes being held Monday through Friday. If I am already a police officer outside the state of Pennsylvania, do I still need to attend the PA Police Academy? Individuals who have previously been certified as a police officer in another state will have their police certification training curriculum reviewed to determine if any Pennsylvania basic police training will be required. Is there a residency requirement? Yes, police officers must establish residency within a **30 mile** radius of the City of Bradford. Is there a height requirement? **No**.

© 2008, Stanard & Associates, Inc. All rights reserved POST Section Description Number of Items
Minutes Allotted Arithmetic This section measures a person's ability to add, subtract, multiply, divide, determine percentages and calculate averages. 20 20 Reading Comprehension This section measures a person's ability to understand written words and the ideas associated with them. 25 25 Grammar This section measures a person's ability to spell and use grammar and punctuation correctly. 20 15 Incident Report Writing This section measures a person's ability to write complete sentences with correct spelling, grammar and punctuation. 10 15 TOTAL 75 1 hour, 15 minutes The POST may be scored by Stanard & Associates or purchased in a convenient self-score version that allows departments to score the POST on-site. The POST is available in alternate forms, enabling departments to administer different forms across multiple administrations. An administration guide and applicant study guide are also available to facilitate the testing process. Components of the POST The POST is a timed test divided into four sections. The time allotment for each section is only imposed for administrative efficiency. The times are designed to allow the vast majority of applicants (at least 90%) to complete all of the items within the section. In each of the sections, the questions are presented in a law enforcement context, but applicants do not need any previous knowledge of law enforcement to answer the questions correctly. The rest of this packet contains information from:
www.pachiefs.org/assets/post%20brochure%202011.pdf . © 2008, Stanard & Associates, Inc. All rights reserved Section Descriptions and Sample Test Items

SECTION 1:

ARITHMETIC Description This section of the test consists of 20 questions which require the use of basic arithmetic. The questions are based on information in a table or in a word problem. Calculators are not allowed and scratch paper is provided for performing calculations.

Sample Questions:

- a. QTY DESCRIPTION SERIAL NUMBER VALUE 1 Computer 1452101 \$ 1,549.95 1 Printer 1670-E \$ 150.00 1 Camera 546223-S01 \$ 120.00 1 Cell Phone 45687540 \$ 149.95 1. What is the combined value of all the stolen property listed in the table above? A. \$ 1,969.90 B. \$ 1,996.90 C. \$ 2,069.90 D. \$ 2,096.90 2.
- b. A car was traveling 55 miles per hour in a 25 mph zone. If the driver is fined \$10.00 for each mile per hour over the speed limit, what is the amount of the fine? A. \$ 25.00 B. \$ 55.00 C. \$ 250.00 D. \$ 300.00 In Question 1, the correct answer is A, because $1,549.95 + 150 + 120 + 149.95 = 1,969.90$. In Question 2, the correct answer is D, because the driver was traveling 30 miles over the speed limit ($55 - 25 = 30$), and $30 \times \$10 = \300.00 . . © 2008, Stanard & Associates, Inc. All rights reserved

SECTION 2:

READING COMPREHENSION:

Description - This section of the POST consists of a number of short paragraphs followed by questions. The information needed to answer the questions is contained in the paragraphs. In some instances, applicants will have to draw a conclusion based on the information given.

Sample Passage - When conducting investigations, police primarily gather two sources of information – information about people and about things. The field officer deals almost exclusively with people and their human frailties in perception and communication. The crime scene investigator (CSI) works with inanimate objects which cannot deceive, fight or escape. Both tasks are equally important but require different skills and techniques. Trial and appellate court cases have shown that the evidentiary value of information obtained from objects is higher than that obtained from persons. Unlike witness testimony, physical evidence speaks for itself, doesn't lie and is unaffected by emotions.

Sample Questions:

1. According to the passage, which of the following would cause a greater impact in court? A. The testimony of an eyewitness to a crime B. A footprint found at the scene of a crime C. A police officer's notes of a crime scene D. A victim's theory on the motive for the crime
2. Based on the information in the passage, it can be concluded that the crime scene investigator A. uses the same techniques as a field officer B. deals with people more frequently than the field officer C. would be responsible for finding fingerprints on a weapon D. is more important to an investigation than

the field officer In Question 1, the correct answer is B, because according to the information provided in the passage, evidence based on objects has a higher value in court than a person's testimony, and choices A, C and D are all forms of testimony.

In Question 2, the correct answer is C, because according to the information provided in the passage, the CSI uses different techniques than a field officer does (A), deals mostly with objects (B and C) and completes tasks that are equally important to those of a field officer (D). © 2008, Stanard & Associates, Inc. All rights reserved

SECTION 3:

GRAMMAR:

Description:

This section of the POST requires the applicant to identify errors in grammar, punctuation or spelling. There are two types of multiple-choice questions in this section. In the first type, the applicant must choose the alternative that best completes a sentence. In the second type, sentences are presented which may contain a spelling error and the applicant must indicate which word, if any, is misspelled.

Sample Questions

1. According to a recent study, the hot spots for car thefts are coastal or border _____ where criminals can easily ship the stolen vehicles out of the country. A. city B. citys C. cities D. city's
2. Of the 30 metropolitan areas with the highest car theft rates, twenty _____ easy access to export markets. A. has B. was C. have D. were Indicate which word in the sentence is misspelled.
3. Despite persistant threats, the officer could not issue a restraining order against a citizen's stalker. A. stalker B. restraining C. citizen D. persistant In Question 1, the correct answer is C, the plural form of "city." In Question 2, the correct answer is C, because based on the structure of the rest of the sentence, the present, plural form of the verb should be used. In Question 3, the correct answer is D because the correct spelling is "persistent." . © 2008, Stanard & Associates, Inc. All rights reserved

SECTION 4.

INCIDENT REPORT WRITING

Description This section of the POST tests an applicant's writing skills. Applicants answer questions based on the information provided in a sample incident report form. Answers must be written in complete sentences using proper spelling, grammar and punctuation.

Sample Questions:

1. What is the name of the suspect? The suspect's name is Eric Harvey. 2. What is the value of the MP3 player? The value of the MP3 player is \$200.00.