

**Notice of Appointment
Written Examination Administrator**

Dear :

This letter confirms your appointment as administrator of the written examination in the civil service testing for the position of with the Gettysburg Police Dept.

Enclosed is a copy of the relevant portion of the Boroughs Civil Service Rules and Regulations and a copy of the Commission's statement of instructions and rules for conducting the written examination. Please contact me if you have any questions concerning your duties.

Very truly yours,
Secretary
Gettysburg Borough

APPT-1B

**Civil Service Commission of
Gettysburg, PA.
Statement of Instructions and Rules for Conducting
the Written Examination for the Position of**

The examiner should obtain a test developed by a professional testing service according to accepted professional standards.

The examiner should secure the services of a professional testing agency to score the examination.

The examiner should inform the candidates of the length of the examination, and the rules for the examination.

The examiner should maintain the security of the test materials at all times.

All candidates should identify themselves to the examiner before the examination begins.

Before the examination, the examiner should make an announcement that includes the following:

- " The time the examination begins and ends.
- " The number of questions on the examination.
- " What each examinee is permitted to have in his or her possession, e.g., calculators, dictionaries, etc.
- " How the test is scored.
- " When and how the candidates will be notified of the results.
- " Procedures for leaving the room during the examination.
- " Regulations regarding smoking.
- " Procedures to follow after finishing the examination.

After the examination, the examiner should collect the examinations and the answer sheets, and promptly mail the answer sheets to the professional testing agency for scoring.

The examiner should promptly report the results of the examination to the Commission.

APPT-2

**Form of Notice of Appointment
Oral Examination Administrator**

Dear :

This confirms your appointment to conduct the oral examination part of the Gettysburg Borough police Civil Service Examination for the position of . I have enclosed a copy of the relevant portion of the Borough Civil Service Rules and Regulations. The oral examination will take place on at .

Please confirm, in writing, your charges for performing this service.

Please send your future report to me in a sealed envelope at the above address.

Please call me at if you have any questions concerning the oral examination or your duties.

Very truly yours,
Secretary
Gettysburg Borough

APPT-3A

**Notice of Appointment
Polygraph Examiner**

Dear :

This confirms your appointment to perform polygraph examinations as part of the Gettysburg police Civil Service Examination for the position of . Enclosed is a copy of the relevant portion of the Borough's Civil Service Rules and Regulations, and a copy of the Commission's form on which you should state whether you have concluded that any applicant's responses to his personal data questionnaire were deceptive. Please note that the report of each examination must be submitted to the Commission within five (5) days of each examination.

You are specifically directed, therefore, to confine your examination to matters addressed on each applicant's personal data questionnaire. A copy of all completed personal data questionnaires are enclosed for your review.

Also enclosed is a copy of the release form signed by all candidates who are scheduled to take the polygraph examination. This confirms that you have agreed not to request that candidates sign any additional release forms.

Please send your future report to me in a sealed envelope at the above address.

Please call me at if you have any questions concerning the polygraph examination or your duties.

Very truly yours,
Secretary
Gettysburg Borough

APPT-3B

Report of Polygraph Examiner

MEMORANDUM

TO:

FROM: Secretary, Gettysburg

Civil Service Commission

RE: Report Form for Candidates for Position of

DATE:

Please fill out this form completely for each candidate and return it to me within five (5) days of the date of each examination for each candidate. Use an additional sheet(s) of paper if necessary.

Candidate's Name:

Date of Examination:

Did you conclude that any of the candidate's responses to questions based on the candidate's Personal Data Questionnaire were deceptive?

Yes No

If deception was indicated, please indicate on which inquiries the candidate appeared to be deceptive.

Signed Date

APPT-4A

**Form of Notice of Appointment
Physical Agility Examination Administrator**

Dear :

This confirms your appointment to conduct the physical agility examination section of the Gettysburg police Civil Service Examination for the position of . I have enclosed a copy of the

relevant portion of the Borough Civil Service Rules and Regulations. The physical agility examination will take place on at .

Please send your future report to me in a sealed envelope at the above address.

Please call me at if you have any questions concerning the physical agility examination or duties.

Very truly yours,
Secretary
Gettysburg Borough

APPT-4B

Report of Physical Agility Examiner

MEMORANDUM

TO:
FROM: Secretary, Gettysburg

Civil Service Commission

RE: Report Form for Candidates for Position of
DATE:

Please fill out this form completely for each candidate and return it to me within fifteen (15) days of the date of the examination for each candidate. Use an additional sheet(s) of paper if necessary.

Candidate's Name:

Date of Examination:

Tests Conducted:

Results of Each Test:

Please indicate on what aspects of the physical agility tests the applicant was unable to successfully complete. Additionally, please provide any anecdotal information that would help the Commission better understand why the candidate failed to complete that portion of the physical agility examination.

Signed Date

APPT-5A

Notice of Appointment Medical Examiner

Dear :

This confirms your appointment to perform medical examinations as part of the Gettysburg police Civil Service Examination for the position of .

Enclosed are a copy of the Gettysburg Civil Service Rules and Regulations relevant to that part of the examination, and the Commission's medical evaluation form and the essential duties of the position for .

Please note the Rules require that you submit a report on each candidate within fifteen (15) days of the date of each examination. Also note that if you deem a candidate unfit for performance of the duties of because of any medical condition, you must give a statement of your reasons on the form.

Please send your future report to me in a sealed envelope at the above address.

Please call me at if you have any questions.

Very truly yours,
Secretary
Gettysburg Borough

APPT-5B

Report of Medical Examiner

MEMORANDUM

TO:

FROM: Secretary, Gettysburg

Civil Service Commission

RE: Report Form for Candidates for Position of

DATE:

Please fill out this form completely for each candidate and return it to me within fifteen (15) days of the date of the examination for each candidate. Use an additional sheet(s) of paper if necessary.

Candidate's Name:

Date of Examination:

Tests Conducted:

Results of Each Test:

Please indicate on what aspects of the medical exam the applicant was unable to successfully complete. Additionally, please provide any anecdotal information that would help the Commission better understand why the candidate failed to complete that portion of the examination. :

Signed Date

APPT-6A

Notice of Appointment Psychological Examiner

Dear :

This confirms your appointment to perform psychological examinations as part of the Gettysburg police Civil Service Examination for the position of . Enclosed is a copy of the Gettysburg's Civil Service Rules and Regulations relevant to that part of the examination, the Commission's psychological evaluation form and the essential duties of the position.

Please note that the Rules require that you submit a report on each candidate within fifteen (15) days of the date of each examination. Please also note that if you deem a candidate unfit for performance of the duties of because of any psychological defect, you must give a statement of your reasons on the form.

Please send your future report to me in a sealed envelope at the above address.

Please call me at if you have any questions.

Very truly yours,

Secretary

Gettysburg Borough

APPT-6B

Report of Psychological Examiner

MEMORANDUM

TO:

FROM: Secretary, Gettysburg

Civil Service Commission

RE: Report Form for Candidates for Position of

DATE:

Please fill out this form completely for each candidate and return it to me within fifteen (15) days of the date of the examination for each candidate. Use an additional sheet(s) of paper if necessary.

Candidate's Name:

Date of Examination:

Tests Conducted:

Results of Each Test:

Please indicate on what aspects of the psychological exam the applicant was unable to successfully complete. Additionally, please provide any anecdotal information that would help the Commission better understand why the candidate failed to complete that portion of the examination.

Signed Date