

## **Chapter 4. Examination and Grading Procedure**

### **4.1 General Examination Requirements for the Position of Patrol Officer**

A.The examination for patrol officer will consist of a written and an oral examination which will be graded on a one hundred (100) point scale with the written examination representing fifty percent (50%) of the final score and the oral examination representing fifty percent (50%) of the final score. An applicant to be placed on the eligibility list must pass both the written and oral examinations. Prior to the compilation of the eligibility list, each remaining applicant may have to undergo a polygraph examination and a background investigation. After an applicant has been extended a conditional offer of employment, final appointment shall be contingent upon the applicant passing medical and psychological examinations. If it is necessary to hire more than one entry-level officer, each additional entry-level hire shall be awarded using the same process described above.

B.On each occasion where Borough Council seeks to fill an entry level police position the Commission shall certify the three highest ranking (as measured by combined written and oral test scores and veterans' preference points) available candidates. Council is free to select any one of the three (3) so certified unless one is a veteran. In the latter case, the one veteran must be the selectee. If two (2) or all three (3) of the applicants are veterans, Council may choose from among the veterans.

C.When the Commission has written notice from an applicant who has passed the written and oral examinations that he/she does not wish to be further considered for Borough employment (or where the Commission has similarly strong proof that such an applicant is no longer available), the Commission may remove the applicant's name from the eligibility list.

### **4.2 General Examination Requirements for Promotion to Private First-Class.**

A.There is no formal examination procedure for promotion to Private First-Class. An entry-level Gettysburg Borough police officer who has satisfactorily completed his 12 month probationary period and has been offered a permanent appointment by the Gettysburg Borough Council shall be promoted to the grade of Private First-Class at the completion of two (2) years satisfactory service. Disciplinary action such as listed in Chapter 6.3 is cause for non-promotion and is at the discretion of the Chief of Police and, if necessary, will be forwarded to the Borough Council for review and action.

B.Veterans' preference is not applicable to promotion decisions (per opinions of the Pennsylvania Supreme Court).

### **4.3 General Examination Requirements for Promotion to Corporal and Sergeant.**

A.The examination for the positions of Corporal and Sergeant 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 percent (50%) of the final score and the oral examination representing fifty percent (50%) of the final score.

B.Selection of an officer for the position of Corporal or Sergeant shall be determined by his or her standing at the end of the testing procedure. The top three (3) names of the individuals with the highest combined score who have passed both the written and oral examinations shall be submitted to Borough Council for final consideration. The individual who in the opinion of Borough Council is the most qualified for the promotion will be selected. If it is necessary to promote more than one officer, each additional promotion shall be awarded using the same process described above.

C.Veterans' preference is not applicable to promotion decisions (per opinions of the Pennsylvania Supreme Court.)

D.The testing results for promotions shall be valid for the duration of the eligibility list which, unless stated otherwise, is two (2) years. The Commission may, at its sole discretion, before the original expiration date, by a vote of the majority of the Commission at a duly authorized commission meeting, extend the list for up to an additional (1) year.

E. After an applicant has been extended an offer to the position of Corporal or Sergeant, the final appointment to the position may be contingent upon the applicant passing a medical evaluation, polygraph examination (if required by the Civil Service Commission or Chief of Police) and psychological examination.

#### 4.4 Appointment of Examiners

The Commission may appoint a written examination administrator, an oral examination administrator, a polygraph examiner, a physical agility examiner, a medical examiner and a psychological examiner to conduct the appropriate examination required by these Rules and Regulations.

#### 4.5 Admission to Written Examination

All applicants who meet the basic qualifications will be admitted to the written examination after providing photo identification. The notification document shall serve as the admission card to the examination. This procedure shall be followed at each segment of the examination process.

#### 4.6 Written Examination

The written examination shall be constructed to test the non-physical capability of the applicants to perform and to be trained to perform the essential functions of the position. The exact design of the examination shall be altered from time to time but will be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the person examined to discharge the duties of a police officer.

The Commission may designate an examining agency or qualified individual(s) to act as examiner for or consultant on the written examinations. The Commission shall reserve the right to accept or reject for cause, in whole or in part, the recommendations of the regularly appointed examining and/or consulting agency.

The written examination shall be graded on a 100 point scale and an applicant must score seventy percent (70%) or higher in order to continue in the application process. Applicants scoring less than seventy (70%) percent shall be rejected.

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 shall be scheduled for an oral examination appointment.

#### 4.7 Oral Examination

Every applicant who scored seventy percent (70%) or higher in the written examination shall be given an oral examination which will be graded on a 100 point scale with a score of seventy percent (70%) or higher necessary for passing. 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.

Organizing the oral examination of applicants who passed the written examination shall be the responsibility of the Commission. The Commission shall empanel a board of examiners who shall ask each applicant interviewed a pre-determined series of basic questions (follow up questions may vary from applicant to applicant depending upon the responses given to the basic questions.) The basic questions shall relate to pre-determined scenarios or situations which shall be provided to the applicants being examined at the start of the examination. The board of examiners shall consist of five (5) individuals. The Commission shall select the five (5) members of this board of examiners with a view to the community's policing needs and with the goal of placing persons on the board of examiners who are knowledgeable about modern policing, issues and/or concerns. Each member of the board of examiners shall interview and rate every applicant. Each applicant's responses to the questions shall be rated on a point scale of 0 (low)-5 (high) with the score of three (3) reflecting an average response. Members of this board shall score the applicants without first consulting with any or all of the other board members. The applicant's score on each question shall be his/her average score on that question and his/her total score shall be the addition of the average scores on all five questions.

The persons assigned to conduct oral examinations shall complete a rating form after interviewing each applicant. The rating form shall be collected, tallied and recorded by the Secretary, or his designee. Applicants should be scored for their demeanor and for the content and relevance of their answers/responses.

#### 4.8 Veterans' Preference Points

Pursuant to the Veterans' Preference Act, any applicant for the position of patrol officer who qualifies as a "soldier" under the Act shall receive an additional ten (10) points on top of their total score if that applicant had received passing scores under Sections 4.6 and 4.7. Soldier is defined as any individual who has served in the regular military, the National Guard or the Reserves since July 1953 and who has completed his military service commitment and has received (or will receive) an honorable discharge from such service at the time they take the Civil Service appointment examination. An "honorable discharge" may include a general discharge under honorable circumstances. One who has failed to complete "basic training" or whose service has been limited to the National Guard or Reserves without completing the training and service components of such service is not a "soldier" qualified to receive Veteran's Preference points. Applicants claiming Veteran's Preference must submit satisfactory proof of service and honorable discharge with the application, specifically Form DD-214.

#### 4.9 Background Investigation

The Commission may request an independent agency/individual/organization to conduct a background investigation on each of the top three applicants for entry level position declared vacant by Council. The number of applicants subject to the background check may be increased if the appointing authority has expressed an interest in hiring more than one officer. The application will provide the basis for the background investigation. The "Authority to Release" portion of the application form must have been completed by the applicant if the applicant is to continue in the selection process. 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. The background check shall comply with the guidelines established by the MPOETC.

Each applicant shall be fingerprinted and the finger print cards shall be distributed to the Federal Bureau of Investigation, the Pennsylvania State Police and the Borough of Gettysburg Police Department.

After the background investigation is completed, the independent agency/individual/organization 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 these Rules and Regulations and in the Civil Service provisions of the Borough Code. Based upon the results of the background investigation, the Chief, the Mayor or a member of Council may request, pursuant to 53 P.S. §46184, that an individual be removed from the list. The applicant may oppose this request and in turn, pursuant to the Borough Code (53 P.S. §46183) request a hearing. 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 administrative determination on whether the information collected during the background investigation warrants rejection of the candidate.

The applicant will be informed as to whether, based upon the background investigation, he continues to be an applicant for the position of Gettysburg Police Officer.

#### 4.10 Polygraph Examination

The Commission reserves the right to require an applicant, as a condition of continuing to be an applicant, to take a polygraph examination. It is the intent of the Commission to exercise this right upon the development of reasonable suspicion, during the application/testing/background investigation process, that the candidate for entry level hiring or promotion has not been fully truthful. When a polygraph examination is required of a candidate, that fact shall be maintained on the part of the Commission with appropriate confidentiality.

A. Every applicant shall fill out a Personal Data Questionnaire. 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.

B. The examiner shall ask questions based on the information contained in the Personal Data Questionnaire or developed during the course of the background investigation. 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.

C.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 retake the test with a second examiner. Notice of the opportunity to retest shall be given in writing to the applicant. The second examiner will not have access to the results of the first test prior to readministering the polygraph. If the second examiner finds no deception, the applicant will be considered as having passed the polygraph. If the second examiner also finds the applicant deceptive, the applicant will be considered as having failed the examination.

D.An applicant who has failed both tests may appeal to the Civil Service Commission for a third examination and the decision to give the applicant an opportunity to take a third test resides solely within the discretion of the Commission. If the applicant is awarded an opportunity to take a third test and passes, then the applicant will be considered as having passed the polygraph test. If the applicant is found deceptive on a third test, the applicant will be rejected.

#### 4.11 Improper Conduct

Should any applicant conduct himself in any manner during the course of the selection process so as to defeat the proper intent, conduct or course of the examination process, his name shall be removed from any list of eligibility derived from the examination process (assuming he was permitted to complete the process) and the applicant shall not be permitted to make any future application for any position in the Police Department.

Any applicant or other person who believes that they are aggrieved as a result of the actions of the Commission referenced in this section may request a hearing before the Commission pursuant to Chapter 3.13.