
PATTON TOWNSHIP POLICE DEPARTMENT

100 PATTON PLAZA, STATE COLLEGE, PA 16803
CENTRE COUNTY



2023 POLICE OFFICER TESTING GUIDE



PATTON TOWNSHIP POLICE DEPARTMENT

100 Patton Plaza, State College, PA 16803

Office: 814/234-0273 Fax: 814/234-0583 Email: police@twp.patton.pa.us



Dear Applicant,

Thank you for your interest in the position of Police Officer with the Patton Township Police Department. This testing guide will provide you with information about Patton Township, qualifications to become a police officer, salary and benefits, and details on the testing process. It is Patton Township's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, veteran status, marital status, or disability.

Please be sure to complete the attached application (last two pages of this guide) in its entirety. All applications must be completed and received no later than **Friday, May 12, 2023, at 4:00 PM (EDT)**.

Applications must be submitted to Patton Township either in person, via U.S. Mail, or emailed to police@twp.patton.pa.us. The written exam, which is the first portion of the testing process, will be held at 9:00 AM (EDT) on Saturday, May 20, 2023. The exam will take place in the Park Forest Middle School Auditorium, 2180 School Drive, State College, PA 16803. Applicants are encouraged to arrive at the test site by no later than 8:30 AM. Sample questions, to prepare you for the written test, are included in this testing guide. Online study guide and practice test are available for purchase at www.applytoserve.com/study.

All applicants will receive an email the week of May 15, 2023, confirming their eligibility to participate in the written test. Applicants must meet the minimum qualifications listed later in this guide, to be permitted to take the written test.

If you have any questions, comments, or concerns, please do not hesitate to reach out to me. Thank you again for your interest in the position of Police Officer with the Patton Township Police Department.

Sincerely,

Tyler Jolley
Chief of Police
Patton Township Police Department
tjolley@twp.patton.pa.us

Our Community

Patton Township is part of the State College, Pennsylvania, metropolitan area. The Pennsylvania State University is located in State College and many Patton Township residents are university faculty or staff. Approximately 20% of our residents are Penn State students. Most township residents live in wooded neighborhoods made up of single-family homes, townhouses, and garden apartments in a four-square mile suburban portion of the township. The remaining 21 square miles of the township are rural and more sparsely settled. The township has growing commercial areas and zoning for future commercial and light industrial development. Currently Patton Township has a population of more than 16,000 residents. Two elementary schools and a middle school, all part of the State College Area School District, are located in the township.

Our Police Department

The police department has been growing along with the township. Full-time, 24-hour service was initiated in 1981. Currently the department has twenty officers, consisting of the Chief of Police, three sergeants, and sixteen patrol officers three of whom are assigned duties as criminal investigators. Patton Township is served by the 9-1-1 emergency number and police dispatch is provided by the Centre County Emergency Communications Center.

Police Officer Testing Information

The Patton Township Police Department is looking for motivated individuals who are interested in pursuing a rewarding career by making a difference in our local community. The State College area offers excellent educational opportunities, a diverse community, and an exceptional quality of life.

Personal Characteristics

Since police officers are required to enforce the law and may be exposed to certain temptations to show favoritism, yield to corruption, or seek unlawful monetary gain, it is a necessity that officers exhibit a history and the characteristics of honesty, reliability, ability to manage personal finances, interpersonal skills, and integrity.

Additionally, police officers are frequently required to function in positions of physical and mental stress. Therefore, a history of mental or physical disability may be a consideration in the hiring process. Applicants who may pose a substantial risk of injury to themselves, other officers, and/or the public are at a substantial disadvantage in the hiring process.

Police Officer Testing Information Continued

Minimum Police Officer Qualifications:

- Applicants must be a citizen of the United States.
- Applicants must be at least 21 years of age on or before the date of appointment. There is no maximum age limitation.
- Applicants must possess a valid Pennsylvania driver's license prior to the commencement of employment.
- Applicants must have a high school diploma or equivalent and must be able to read, write, and speak the English language fluently.
- Applicants must reside within either twenty-five (25) air miles of the township building or within 45 minutes driving time of the township building, within a reasonable amount of time, upon commencement of employment or upon completion of Act 120 certification.
- Applicants must have an excellent reputation and be of high moral character. Certain felony and misdemeanor convictions may preclude an individual from police employment. Less serious convictions, including traffic, will be examined and may be cause for disqualification.

Physical and Psychological

Applicants must pass a rigorous medical examination and psychological evaluation after a conditional offer of employment has been made. Specific physical requirements that are essential for a police officer's job functions include the following:

- Height & Weight—Height and weight must not prevent the applicant from performing the essential job functions.
- Vision—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 anomaly.
- Hearing—Applicants shall be required to take and pass a decibel audio test using an audiometer with an average loss not to exceed 25 or more decibels at the 500, 1000, 2000, and 3000 Hertz (Hz) levels in either ear with no single frequency loss in excess of 40. The applicant may not use a hearing aid or other aid to perform the test.
- Physical or psychological limitations, disease, or disabilities that prevent the performance of essential duties of a police officer shall be cause for rejection.

Essential Duties of a Police Officer

Police officers' duties are often performed under adverse working conditions, including inclement weather, long hours, rotating shifts, stressful and occasionally life-threatening situations. Police officers must be prepared to take orders, act independently, endure stress, communicate well, and maintain a professional, self-assured presence at all times. Essential duties of a police officer include but are not limited to:

1. Running for several hundred yards
2. Climbing over obstacles
3. Crawling, including crawling in confined spaces
4. Pushing motor vehicles
5. Pulling or carrying accident, fire, or crime victims
6. Effecting an arrest using physical force if necessary
7. Withstanding prolonged exposure to extreme weather conditions
8. Withstanding prolonged periods of standing or sitting
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes, or suicide
10. Dealing with domestic disputes
11. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, family members, or other police officers
12. Communicating effectively with individuals, including those suffering from trauma
13. Safely operating a motor vehicle for long periods of time during both day and night, in routine and emergency situations, and in unsafe road conditions caused by factors such as fog, rain, ice, and snow
14. Using a firearm or other weapons effectively
15. Effectively reading, writing, and comprehending the English language
16. Completing written reports in a clear, concise, and efficient manner
17. Testifying effectively and efficiently in court proceedings
18. Performing community relations activities such as giving presentations or speeches, conducting tours of the police station, and assisting with other community relations events
19. Promoting community policing principles
20. Engaging in law enforcement patrol functions which include working rotating shifts, weekends, holidays, foot or bike patrol, and physically checking buildings to ensure they are secure.

Testing Process

To be considered for employment, the testing process for the Patton Township Police Department requires the successful completion of each testing phase.

Phase #1

Written Examination—Applicants must achieve a cumulative score of 80% to pass the written test. Applicants who do not meet this requirement will not receive further consideration. The township will notify the 20 candidates receiving the highest written examination scores to report for an oral examination. In the case of tied scores, there is potential for more than 20 candidates to be invited for interviews. Sample written exam questions can be found at the end of this guide. Written exams are graded by an independent testing agency.

Phase #2

Oral Board Interview—Candidates receiving the 20 highest written scores in Phase #1 will undergo an oral board interview conducted by Patton Township staff and community members. A grade of 80% is required to pass the oral interview.

The oral examination will be graded and the following qualities will be assessed by the oral board:

- Appearance, manner, and bearing
- Professional adaptability
- Judgment, motivation, and alertness
- Command of English language
- Ability to present ideas
- Adequacy of background
- General evaluation

Applicants invited to participate in an oral board interview will be required to bring the following forms and documents with them to their oral board interview:

- Personal History Form (provided by Township for completion by candidate)
- High School Diploma
- College Diploma and transcripts, if applicable
- Proof of Age (Birth Certificate or other appropriate proof)
- Military Discharge and Form DD-214, if applicable
- Proof of legal residency, if applicable
- Driver's License

- Authorizations to Release Information for all background and credit checks (forms provided by Township)
- Social Security Card

Candidates passing both tests (written and oral) will be entered into the eligibility pool.

Eligibility Pool

Applicants passing all examinations will enter an eligibility pool. Veterans' preference credit will be provided in accordance with the Veterans' Preference Act. Placement in the eligibility pool does not guarantee or imply that you will be extended an employment offer. The eligibility pool will be in effect until July 1, 2025.

Conditional Job Offer

Patton Township will make a conditional job offer to an applicant from the eligibility pool to fit the needs of the police department. Following acceptance of the conditional job offer, the following will occur:

- Background Investigation—A thorough investigation will be completed by a member of the Patton Township Police Department. This will include criminal and driving record checks as well as a credit check.
- Physical Fitness Exam—Candidate will be required to pass the MPOETC physical fitness assessment standards for entrance into the police academy. The physical fitness test consists of four exercises: 1-minute sit-ups, 300-meter run, 1-minute push-ups, and 1.5-mile run (more information on page 15).
- Psychological Exam—Conducted by a licensed psychologist appointed by the Township.
- Medical/Physical Exam—Including drug screening by a Township appointed physician.

Official Offer of Employment

Upon completion of all steps in the testing process, including the steps following a conditional job offer, an official offer of employment will be made depending on the needs of the police department.

Each new police officer serves on a probationary basis for the first year of service. The one-year period begins upon completion of the required training program for

certification, or immediately upon appointment if certified. During probation, a new officer’s employment may be terminated at any time without recourse to appeal.

An applicant who is hired and who is not Act 120 certified should review the Municipal Police Officers’ Education and Training Commission (MPOETC) requirements at <https://mpoetc.psp.pa.gov/Pages/mpoetc.aspx>.

Salary & Benefits

2023 Pay Rates

During Academy.....	\$30.85/hr (Room & Board included)
During 1 st year.....	\$32.67/hr
During 2 nd year.....	\$35.84/hr
During 3 rd year.....	\$39.02/hr
During 4 th year.....	\$42.19/hr
During and after 5 th year.....	\$45.37/hr

Patton Township offers an excellent package of employee benefits including health, vision, dental, life, retirement, sick and paid annual leave.

Medical – Capital Blue Cross – The PPO plan has a deductible of \$250 per individual and \$500 per family. Officers are required to pay 10% of the premium cost of either single, 2 person, or family plan. \$10 co-pay for office visits, \$25 for urgent care, and \$50 for emergency room.

Dental – Direct Reimbursement Dental Plan – The township provides a maximum annual benefit of \$2,100 for each employee and each eligible dependent.

Vision – Direct Reimbursement Vision Plan – The township provides a maximum benefit of \$200 annually for an eye exam and \$400 annually for corrective lenses and/or frames for each employee and each eligible dependent.

Health Reimbursement Arrangement (HRA) – Supplement to health, vision, dental and prescription coverage up to \$1,000 per year.

Paid Time Off

Sick – Officers earn 10.6 hours per month (16 days per year). There is no maximum limit for the accrual of sick leave.

Holiday – Officers receive 11 days of observed paid holidays each year.

Personal – Officers receive 5 personal days each year.

Vacation – Vacation is earned at the following rates:

- 0-5 years of employment —10 days earned per year
- Beginning with 6th year through 10th year – 15 days per year
- Beginning with the 11th year through the 19th year – 20 days per year
- Beginning with the 20th year and thereafter – 25 days per year

Vacation accrual shall be approved for up to thirty (30) days carryover for one (1) year only.

Life Insurance

Patton Township provides a \$150,000 group term life insurance policy to all employees. The township allows officer's to voluntarily purchase additional life insurance, under a group plan in accordance with the carrier's requirements.

Pension Plan

Police officers are eligible for retirement after attainment of age 55 and completion of 25 years of service. Retirees receive 50 percent of their average salary of their final three years of service. The pension plan also includes a Deferred Retirement Option Plan (DROP).

Tuition Assistance

Tuition assistance is available to officers who wish to earn college credits in a related degree program.

Components of the Written Exam

The written exam 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 most 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.

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

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

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. 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 .

SECTION 2: READING COMPREHENSION

Description

This section of the written exam 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).

Section 3: Grammar

Description

This section of the written exam 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."

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

INCIDENT REPORT--POLICE DEPARTMENT					
1. ADDRESS OF INCIDENT <i>711 W Magnolia</i>		2. OFFENSE <i>Burglary</i>		3. CODE <i>A6-250</i>	4. DATE <i>Nov 11</i>
5. NAME OF VICTIM: INDIVIDUAL OR BUSINESS <i>Thomas Stanton</i>			6. ADDRESS <i>711 W. Magnolia</i>		PHONE <i>753-9267</i>
7. ASSIGNED OFFICERS/BADGE NUMBERS <i>David Crosby #201 Chris Taylor #176</i>		8. AGE OF VICTIM <i>43</i>	9. RACE OF VICTIM <i>White</i>	10. VICTIM'S DATE OF BIRTH <i>08/05/80</i>	
11. NAME OF SUSPECT <i>Eric Harvey</i>			12. ADDRESS <i>246 Ivy Lane</i>		
13. AGE <i>19</i>	14. RACE <i>White</i>	15. SEX <i>Male</i>	16. DATE OF BIRTH <i>04/22</i>	17. HEIGHT <i>5'10"</i>	18. WEIGHT <i>180</i>
19. HAIR <i>Brown</i>	20. EYES <i>Blue</i>	21. PHYSICAL DESCRIPTION <i>Wearing black sweatpants, gray sweatshirt</i>			
22. CHARGES <i>Burglary</i>					
23. ITEM <i>Cash</i>	24. BRAND	25. SERIAL NUMBER		26. VALUE <i>\$150.00</i>	
27. ITEM <i>Jewelry</i>	28. BRAND	29. SERIAL NUMBER		30. VALUE <i>\$600.00</i>	
31. ITEM <i>MP3 Player</i>	32. BRAND <i>Apple</i>	33. SERIAL NUMBER <i>AE98RL567B901</i>		34. VALUE <i>\$200.00</i>	
35. <u><i>David Crosby #201</i></u> SIGNATURE OF OFFICER/BADGE NUMBER					

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



Commonwealth of Pennsylvania
Municipal Police Officers' Education and Training Commission

Basic Police Officers' Curriculum

MPOETC Physical Fitness Assessment Standards
Entrance to and Retention in the Police Academy

30% Standards	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Sit Ups (1 Min Reps)	35	32	27	21	17	30	22	17	12	4
300 Meter Run (Time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push Ups (1 Min Reps)	26	20	15	10	10	13	9	7	7	7
1.5 Mile Run (Time)	13:15	13:44	14:34	15:50	15:50	15:46	16:42	17:29	19:10	19:10

Testing Order:

1. 1 Minute Sit-Up
2. 300 Meter Run
3. 1 Minute Push-Up
4. 1.5 Mile Run

This is a cumulative test and all events must be completed within two (2) hours.

PATTON TOWNSHIP

Centre County
100 Patton Plaza, State College, PA 16803

Application for Competitive Police Examination

General Instructions: Legibly print or type answers to all questions. All statements in this application are subject to verification and inaccurate statements or omissions may bar you from employment or constitute grounds for later dismissal.

Name: _____
Last First Middle Suffix

Mailing Address: _____

Cell phone: (____) _____ Email: _____

US Citizen? (Required by Act 120) YES NO

Are you 21 years of age or older? YES NO

Please note specifically where you learned of this opening.

Patton Township website _____	Patton Township Facebook _____
Employment website _____	Social Media _____
Other website _____	Newspaper _____
Internet search _____	Word of Mouth _____
Other (specify) _____	

Present Employer's Name and Address:

Do you have a valid driver's license? YES NO

If yes, provide state and operator's license number: _____

Have you ever been convicted of a crime (excluding traffic violations)?

YES NO

If yes, explain in detail:

Are you able to perform the essential job functions of a police officer?

YES NO

If no, explain in detail:

Are special accommodations required for your participation in any phase of the hiring process?

YES NO

If yes, explain: _____

Application for Competitive Police Examination (continued)

Education	School Name/Address	Completed	Graduated Y/N	Degree
High School		9-10-11-12		
College		1-2-3-4		
Other				

MPOETC Act 120

Do you have MPOETC Act 120 Training? YES NO
If yes, name of Academy: _____
MPOETC Certification #: _____

Are you currently enrolled in an MPOETC academy? YES NO
If yes, name of Academy: _____
Start date AND scheduled graduation date: _____

Applicants who are currently enrolled in an MPOETC Act 120 academy as of the date of application are eligible to participate in the police officer testing process.

Are you a certified police officer in another state? YES NO
If yes, which state? _____

I hereby certify that I have read the Patton Township 2023 Police Officer Testing Guide and the rules and procedures therein and request that I be included in the competitive police examination process. I further certify that all information on this application is true and accurate to the best of my knowledge.

Signature Date

PATTON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER.

DO NOT submit additional items such as resumes, references, or letters at this time.

**APPLICATION MUST BE RECEIVED AT THE TOWNSHIP OFFICE NOT LATER THAN
4:00 PM EST, MAY 12, 2023.**