



# POLICE OFFICER CIVIL SERVICE TESTING

## PATROL OFFICER

### \*NO FEE FOR WRITTEN TEST

\*No fee applies to civil service written test only. A \$25 fee applies to file application. Admission is limited to testing site seating capacity. Testing requirements are different from employment requirements. 25- Mile radius residency required prior to completion of probation.

### 2024 Civil Service Important Dates:

#### PT Test Prep (Optional):

**Date: Friday, January 26th, 2024**

**Time: 8:00 AM (Registration ends at 8:30 AM)**

**Location: Alvernia University PLEX**

**465 Saint Bernardine Street, Reading, PA 19607**

#### 1<sup>st</sup> date for Written Test & Physical Fitness Test:

**Date: Sunday, February 18th, 2024**

**Time: 8:00 AM (Registration ends at 8:30 AM)**

**Location: Alvernia University PLEX**

**465 Saint Bernardine Street, Reading, PA 19607**

#### 2<sup>nd</sup> date for Written Test & Physical Fitness Test:

**Date: Sunday, February 25th, 2024**

**Time: 8:00 AM (Registration ends at 8:30 AM)**

**Location: Alvernia University PLEX 465 Saint Bernardine Street, Reading, PA 19607**

**\*\*\* Physical Fitness Test will be conducted immediately after the completion of the Written Test. \*\*\***

### TESTING REQUIREMENTS

20 years 6 months at time of testing  
Valid Picture Identification

### Spanish Language Testing

Successful candidates will be awarded bonus points for Spanish Language competency.

#### Civil Service Process

- Written Exam—scored onsite in front of applicant
- File Civil Service Application (\$25 fee applies)
- Physical Fitness Test
- Oral Interview
- Spanish Language Test (optional)
- Criminal Arrest Record Check
- Complete Background Investigation
- Psychological Evaluation
- Physical Examination

**Starting Salary: \$62,680. Top Step (5 Steps): \$89,542.**

Health Insurance. Dental, Life, & Vision Insurance. Paid Vacation and Holidays. Paid Sick Leave. Longevity after 5 years. Pension and 457 Retirement Plans. Shift Differential pay. Training and Equipment paid for by the Department.

The City of Reading hires police officers through a competitive Civil Service selection process which is governed by state law and local Civil Service regulations.

The entire examination process is conducted under the control and supervision of the Reading Police Civil Service Board. This board is independent of the police department and consists of three citizens selected by city council. The board's function is to make certain that the testing process is fair and impartial.

*Police Civil Service applicants must:*

- Be a citizen of the United States
- Have a high school diploma or GED
- Be 20 years 6 months of age at time of testing
- File an application with the Civil Service Board (\$25 application fee)
- Pass written exam
- Pass a physical fitness test
- Pass an oral interview
- Pass a criminal history check

Applicants who successfully complete the Civil Service testing process are placed on a list of eligible candidates. This list is valid for one year. Whenever the Reading Police Department desires to hire police officers during that one-year period, candidates will be given a conditional offer of employment. This means that they are offered a police officer position conditioned on successfully completing a medical examination, psychological examination and background investigation.

Candidates who are hired to be Reading Police Officers then attend the Reading Police Academy to complete the Basic Police Training Course as prescribed (Act 120) and required by the Municipal Police Officers Education and Training Commission (MPOETC). **Reading Police Officer Trainees receive pay and benefits while attending the police academy.**

### PHYSICAL FITNESS TEST

**-Must pass all events in the following order-**

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+
Age Range										
Sit Ups (1 min rep)	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 rep)	26	20	15	10	10	13	9	7	7	7
1.5-mile Run (time)	13:08	13:48	14:33	16:16	16:39	15:46	16:46	18:26	20:17	22:34

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

Testing Order:

1. Sit Ups
2. 300-meter Run
3. Push Ups
4. 1.5-mile Run



City of Reading, Pennsylvania  
Equal Employment Opportunity Employer