


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "SELECTION-ADMINISTRATIVE PRACTICES AND PROCEDURES"	ORDER NUMBER: 20-05
		PLEAC STANDARD: 1.9.1, 1.9.2, 1.9.3	PAGE 1 OF 2
RE-ISSUE DATE: 10/1/2018	EFFECTIVE DATE: 06/09/2014	ANNUAL REVIEW DATE: JUNE	RESCINDS: ALL PREVIOUS
			AMENDS: NONE

1.0 PURPOSE

1.1 Law enforcement is a critical and important function that requires qualified people to fulfill the complex requirements of the profession. Determining who these individuals are involves several selection processes between the initial application and the final decision to hire. Through background investigations, as well as medical and psychological examinations, departments can evaluate the mental, physiological, emotional, and ethical qualities, as well as the personal character of candidates in order to determine the best qualified to perform law enforcement duties.

2.0 POLICY

2.1 Although the Department of Personnel and Civil Service Commission manages the recruitment and selection process, it is the policy of the Pittsburgh Bureau of Police for all personnel to adhere to the guidelines of this general order.

3.0 BACKGROUND INVESTIGATION REQUIRED

3.1 Background Investigation

3.1.1 A background investigation shall be conducted on all candidates for sworn positions within the Pittsburgh Bureau of Police.

3.1.1.1 Candidates will be requested to complete a release of information form for signature. (Attachment A – Personal Inquiry Waiver)

3.1.1.2 Background investigations will include at a minimum:

3.1.1.2.1 Verification of qualifying credentials.

3.1.1.2.2 A review of any criminal or non-criminal record.

3.1.1.2.3 Certified credit history.

3.1.1.2.4 Verification of at least three personal references who can speak to the applicant's character.

3.1.1.2.5 Employment history.

3.1.1.2.6 Military record, if any.

3.1.1.2.7 Education records.

3.1.1.3 Background investigations of all candidates will be conducted by the staff at the City of Pittsburgh Office of Municipal Investigations.

3.1.1.4 Background investigations completed on any candidate will be maintained for at least three years.

3.1.1.4.1 Records will be maintained in a secured file at the Office of Municipal Investigations.

4.0 MEDICAL EXAMINATION REQUIRED

4.1 A medical examination shall be conducted by a licensed physician selected by the department to certify the general health and physical condition of the candidate for law enforcement prior to employment.

4.1.1 The licensed physician conducting the medical examination shall complete the form made available by the Municipal Police Education and Training Commission for the examination.

4.1.2 A drug screen shall be conducted as a component of the medical examination.

5.0 PSYCHOLOGICAL EXAMINATION REQUIRED

5.1 A psychological examination shall be conducted by a City-chosen licensed psychologist to determine the candidate's emotional stability and psychological fitness.

5.1.1 The licensed psychologist conducting the psychological examination shall complete the form made available by the Municipal Police Education and Training Commission for the examination.

Approved By:



Thomas Stangrecki
Acting Chief of Police