


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"SELECTION – HIRING STANDARDS"</b>	<b>ORDER NUMBER:</b> <b>20-06</b>
		<b>PLEAC STANDARD:</b> <b>1.5.1</b>	<b>PAGE 1 OF 3</b>
<b>ISSUE DATE:</b> <b>12/04/2018</b>	<b>EFFECTIVE DATE:</b> <b>10/22/2012</b>	<b>REVIEW MONTH:</b> <b>OCTOBER</b>	<b>RESCINDS:</b> <b>NONE</b>
			<b>REVIEW DATE:</b> <b>10/15/2020</b>

## **1.0 PURPOSE**

- 1.1 The officer selection and hiring process is designed to insure that the agency has an efficient, effective, and fair selection process that results in the appointment of those individuals who best possess the skills, knowledge, and abilities necessary for the effective delivery of law enforcement services to the community.

## **2.0 POLICY**

- 2.1 It is the policy of the department for all personnel to adhere to the guidelines of this general order.

## **3.0 SELECTION AND HIRING STANDARDS FOR SWORN OFFICERS**

- 3.1 The City of Pittsburgh recruitment and selection procedures are designed to find and appoint qualified individuals to serve the Pittsburgh Bureau of Police while adhering to the guidelines of applicable law; i.e.:

- 3.1.1 Equal Employment Opportunity Commission (EEOC)
- 3.1.2 Title VII - Civil Rights Act of 1964
- 3.1.3 Age Discrimination Act of 1967
- 3.1.4 Pennsylvania Human Relations Act, as amended
- 3.1.5 Americans with Disabilities Act (ADA)
- 3.1.6 City of Pittsburgh Civil Service Statutes and Rules
- 3.1.7 MPOETC Guide to the Hiring of Police Officers.

### **3.2 Applications**

- 3.2.1 The online Application Portal ([www.pghjobs.net](http://www.pghjobs.net)), during the application period, is where the applicant will manage and apply for the official position announcement to the City of Pittsburgh Human Resources and Civil Service ("HR&CS").

### **3.3 General Application Requirements**

- 3.3.1 Completed online City of Pittsburgh Application for the position of police officer.
- 3.3.2 At least 18 years of age at the time of filing the application.
- 3.3.3 A United States citizen.
- 3.3.4 Applicants must become residents of an area within a 25-mile air radius of the City-County Building (414 Grant Street, Pittsburgh, Pennsylvania 15219) before employment and remain a resident within the 25-mile air radius throughout employment.
- 3.3.5 A current, valid Pennsylvania Motor Vehicle Operator's License (Class C-regular) or a current valid driver's license from another state or the U.S. Armed Forces. Licenses must be presented at the time of filing the application or prior to appointment. PA driver's license must be obtained prior to appointment and maintained throughout employment.

- 3.3.6 Thirty (30) semester credits (or forty-five (45) quarter credits) of completed coursework at an accredited college, university, technical or trade school. Official Education/Training transcripts must be submitted at the time of filing application. Sixty (60) semester credits (or ninety (90) quarter credits) of completed coursework at an accredited college, university, technical or trade school must be completed by the time the candidate's rank on the eligibility list is reached for processing for an academy class. If the candidate does not meet the requirement at that time, the candidate will be able to request a one year civil service education waiver/deferment.
- 3.3.7 Veteran's Preference documentation, if applicable, must be submitted at the time of filing application or not later than the Oral Examination date.
- 3.3.8 Applicants must be able to read at no less than the ninth grade level, as established through the administration of the Nelson-Denny Reading Test.
- 3.3.9 Applicants must be able to achieve a score in the 30<sup>th</sup> percentile or higher for the person's age and gender for physical fitness as defined by the Municipal Police Officers' Education and Training Commission.

#### 3.4 Civil Service Examinations

3.4.1 An applicant must take and pass each of the Civil Service examination portions in order to attain a total examination score and be placed onto the eligibility list.

##### 3.4.1.1 Written examination

3.4.1.1.2 If an applicant meets the above general application requirements, he/she will be sent a letter of admission for the written examination.

3.4.1.1.3 Applicants must pass the written examination in order to have their name placed on the Civil Service Eligibility list and to be scheduled for the oral examination.

##### 3.4.1.2 Oral Examination

3.4.1.2.1 The Oral Interview Boards will consist of members as determined by the Chief of Police or otherwise.

3.4.1.2.2 The members of the Oral Interview Boards will ask each applicant standardized, pre-selected questions only.

3.4.1.2.3 Each member of the panel will initially rate each candidate independently and then as a group resulting in a final consensus of: recommended or not recommended.

#### 3.5 Physical Fitness Assessment

3.5.1 A Physical Fitness assessment, as required by MPOETC, will be administered by the HR&CS, with the oversight of the Pittsburgh Bureau of Police.

The assessment is based on standards developed by the Cooper Institute—Based norms and protocols for assessing and testing the applicant's physical fitness level. Each applicant shall score no lower than the 30th percentile of the Cooper standards, which coincides with the 30th percentile of the general population, in each of the four required evaluations to be eligible for employment. An applicant will not be enrolled in a recruit training program at the police academy unless the applicant has obtained a score in the 30th percentile or higher for the applicant's age and gender as specified in the Cooper standards for each of the four evaluations.

3.6 Background Investigation

3.6.1 Background investigations shall be conducted in accordance with General Order #20-5, "Selection-Administrative Practices and Procedures", Section 3.0. Background Investigation Required.

3.7 Certification for Appointment List

3.7.1 Generated from the eligibility list, the names of the applicants who have successfully completed the above steps in the hiring process are forwarded to the Chief of Police.

3.8 Chief's Selection Process

3.8.1 Chief of Police selects the candidates who are to receive a conditional offer of employment from the names appearing on the certification for employment list, in accordance with the General Civil Service Statute.

3.9 Conditional Offers of Employment

3.9.1 Successful applicants will be given a conditional offer of employment dependent upon the following:

3.9.1.1 Successful completion of a medical examination, conducted in accordance with General Order #20-5, "Selection-Administrative Practices and Procedures", Section 4.0. Medical Examination Required.

3.9.1.2 Successful completion of a psychological suitability examination, conducted in accordance with General Order #20-5, "Selection-Administrative Practices and Procedures", Section 5.0, pursuant to Civil Service Rule III, Section 2.

3.10 Final Offers of Employment

3.10.1 Upon successful fulfillment of all conditional offer of employment elements, including residency, the applicant shall be given a final offer of employment.

Approved by:



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Scott Schubert  
Chief of Police