

Notice
City of Scranton
Police Patrolman Examination

The Municipal Civil Service Commission for the City of Scranton (the “Commission”) will be administering an entry level examination for the position of Police Patrolman. The examination will take place on Wednesday, February 6, 2013 at 9:00 a.m. at Marywood University. February 13, 2013 will serve as a back-up date in the event that inclement weather causes Marywood University to close or operate under a compressed schedule.

Test applications for the position are available during regular business hours (8:00 a.m. to 4:30 p.m.) at the Human Resources Department, Third Floor, Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania.

Interested applicants may obtain an application for the position immediately with sign-ups beginning on January 2, 2013 and concluding on January 11, 2013. Applications must be returned to the Human Resources Department by January 11, 2013 at 4:30 p.m. with a non-refundable fee in the amount of seventy-five (\$75.00) dollars per application. Payment must be made in the form of a check or money order payable to “Treasurer of the City of Scranton”.

The written examination will be competitive with a minimum passing score of 70%. Only the top 25 scores on the written examination with a score of 70% or higher will be eligible to proceed to the next step in the overall selection process – the Oral Examination. Any tying scores on the written examination will be broken based on the date of filing the application with the Human Resources Department (i.e. the tie will be broken in favor of the application with the earlier submission date).

Those applicants who receive a passing score on the Oral Examination will then be required to undergo Physical Agility Testing. Each applicant must successfully attain a passing score on each element of the examination to be considered for employment subject to such other weighting, preferences and criteria required by the Commission’s Rules and Classifications and by law.

1. OVERALL SCORING

<u>Element</u>	<u>Passing Score</u>	<u>Weighting</u>
Written Examination	70%	75%
Oral Examination	70%	25%
Background Investigation		Pass/Fail
Medical Examination		Pass/Fail
Physical Agility Testing		Pass/Fail
Psychological Examination		Pass/Fail
Polygraph/CVSA Testing		Pass/Fail

2. PHYSICAL AGILITY REQUIREMENTS

Applicants who receive passing scores for their Oral Examination will receive written notification, which is a letter of invitation, advising them that they have been scheduled for one day of processing. In order to pass the Physical Agility Testing, applicants must be able to perform the following:

1. Vertical Jump: 15.5 inches
2. Sit-Ups: 30 repetitions (no time limitation)
3. 300 Meter Run: 66 seconds or less
4. Push-Ups 25 repetitions (no time limitation)
5. 1.5 mile run 15 minutes, 54 seconds or less

3. MANDATORY ELIGIBILITY CRITERIA

In order to be an eligible candidate for appointment to the position of Police Patrolman, an applicant must have the following qualifications:

- Act 120 Certification in Pennsylvania, evidenced by providing written verification to the Human Resources Department by January 18, 2013 at 4:30 p.m. Failure to provide said written verification will preclude the candidate from taking the written examination;
- U.S. Citizenship, evidence by a copy of a Birth Certificate or Naturalization Papers, with a copy attached the candidate's application;
- High school diploma or GED completion, with a copy of diploma or GED attached to candidate's application;
- Valid driver's license in good standing, with a copy attached to candidate's application;
- At least 20 years of age on the date of the written examination;
- Be of excellent moral character; and
- Pay all fees associated with the Medical, Psychological and Physical Agility Testing. The \$75.00 application fee covers the written and oral examinations only.

In addition, a candidate must attain a residence in the City of Scranton within six (6) months from the date of his or her appointment to the Police Department, proven by deed, rent receipt, lease and/or utility bills.

4. VETERANS' PREFERENCE

Qualified veterans who receive a passing score on both the written and oral examinations will receive an additional ten (10) points added to their total score in recognition of their military service. A photocopy of service discharge, DD Form 214 or other military document(s) showing date of entry, successful completion of basic training, character of service and completion of military service commitment must be provided to the Human Resources Department at the time of application.

5. DURATION OF LIST

The list of the successful candidates for appointment may be maintained for a period of two (2) years from the date that said list is certified by the Commission, unless extended by the Commission for good cause shown. The list will be certified by the Commission after the compilation of all eligibility criteria described above and in accordance with the Commission's Rules and Classifications. The Commission reserves the right to de-certify the list after the expiration of six (6) months.

6. PLACEMENT ON COMMISSION'S LIST

Placement on a list certified by the Commission does not guarantee an appointment as a Police Patrolman. Appointment is at the discretion of the appointing authority within the rule of three (3).

7. REASON FOR TESTING

This Police Patrolman Examination is being offered at the request of the appointing authority to permit the filing of vacancies as they occur.

8. FALSE INFORMATION OR ISSUANCE OF BAD CHECKS

Providing false information on an application, cheating or any other attempt to defraud the Commission's examination process is strictly prohibited and will result in disqualification, decertification and/or criminal prosecution, as determined by the Commission and by law. Submission of bad checks will disqualify an applicant from sitting for the written examination.

9. AMERICANS WITH DISABILITIES ACT NOTICE

Any applicant seeking accommodation under the Americans With Disabilities Act in any examination must submit a written request with supporting documentation from a treating physician or other qualified professional by Friday, January 25, 2013 to the Commission at the below address:

Civil Services Commission
Municipal Building
340 North Washington Avenue
Scranton, PA 18503.

THE CITY OF SCRANTON IS AN EQUAL OPPORTUNITY EMPLOYER