

Notice
City of Scranton
Police Officer 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 Officer**. The examination will take place on **SATURDAY, SEPTEMBER 12, 2015 @ 9:00 a.m.** Location of exam will be the **4th Floor, Ballroom (Room 407) of the DeNaples Center at the University of Scranton, 900 Mulberry Street, Scranton, PA 18510.**

The City of Scranton is located in Northeast Pennsylvania and has a population of approximately 76,000 residents. The Scranton Police Department currently has 145 sworn, full-time officers and 15 non-sworn civilian personnel. The current salary of **first year Police Officer** is \$37,937.33 which increases to \$68,119.24 in the fifth year **under the current contract**. Officers are also entitled to an employee benefits package, plus scheduled longevity increases.

Entry level applicants/candidates **MUST** have successfully completed Pennsylvania's ACT 120 Municipal Police officer's Training program. ACT 120 certifications must be current/valid at the time of a conditional offer of employment with the City of Scranton.

Test applications for the position of **entry level Police Officer** are available during regular business hours (9:00 a.m. to 4:30 p.m. Monday thru Friday) at the Human Resources Department, Third Floor, Municipal Building, 340 North Washington Avenue, Scranton, Pennsylvania 18503.

Interested applicants may obtain an application for the position immediately with sign-ups beginning on **Monday, August 17, 2015.** Applications must be returned to the Human Resources Department by **Friday, August 28, 2015 at 4:00 p.m.** with a non-refundable fee in the amount of one hundred (**\$100.00**) dollars per application. Payment must be in the form of a check or money order payable to: **"Treasurer of the City of Scranton."** Successful candidates of the written portion of the test will be individually **responsible for costs** related to the Physical Agility, Doctor's Physical and Psychological portions of the testing process. Any applicant whose residency is beyond Lackawanna County can submit a request for an application to the Human Resources Department, Third Floor, Municipal Building, 340 N. Washington Avenue, Scranton, Pennsylvania 18503 which **must** include a self-addressed return stamped envelope.

The written examination will be competitive with a minimum passing score of 70%. Only the top 50 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 and time of filing the application with the Human Resources Department; the earlier date and time will declare the higher position. Those who are using the U.S. Postal System to apply, the dated postal stamp on the submitted application will determine tie breakers.

Those applicants who receive a passing score on the Oral Examination will then be required to undergo Physical Agility Testing, Psychology testing, Lie Detector (**CVSA**), Background Investigation and Drug Screening. Each applicant must successfully attain a passing score on **EACH** element of the examination to be considered for employment subject to such other weighing, preferences and criteria required by the Civil Service Commission's Rules and Classifications and by law. Successfully hired officers **MUST establish residency** within Scranton City limits within 6 (six) months of hire date.

Each applicant must review, attached to the employment application, the Scranton Police Department policy on Tattoo and Grooming and meet those requirements upon a conditional offer of employment.

Study Guides for the written portion of the testing are available through: Pennsylvania Chiefs of Police Association, 3905 North Front Street, Harrisburg, PA 17110-1536 or by phone (717) 236-1059.

1. OVERALL SCORING:

<u>ELEMENT</u>	<u>PASSING SCORE</u>	<u>WEIGHING</u>
Written Examination	70%	75%
Oral Examination	70%	25%
Physical Agility		Pass/Fail
Background Investigation		Pass/Fail
Medical Examination/Drug Screening		Pass/Fail
Psychological Examination		Pass/Fail
Polygraph/CVSA Testing		Pass/Fail

2. PHYSICAL AGILITY REQUIREMENTS

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

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|-------------------|-------------------------------------|
| A) Vertical Jump: | 15.5 inches |
| B) Sit-Ups: | 30 repetitions (no time limitation) |
| C) 300 Meter Run: | 66 seconds or less |
| D) Push-Ups: | 25 repetitions (no time limitation) |
| E) 1.5 Mile Run: | 15 minutes, 54 seconds or less |

3. MANDATORY ELIGIBILITY REQUIREMENTS

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 at the time of a conditional offer of employment with the City of Scranton;
- U.S. Citizenship, evidenced by a copy of a Birth Certificate or Naturalization Papers, with a copy attached to 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 the candidate=s application;
- At least 20 years of age on the date of the written examination;
- Be of excellent moral character;
- Pay all fees associated the Medical, Psychological, and Physical Agility Testing. The \$100.00 application fee covers the written and oral examinations only.
- Pass an extensive Background Check.

In addition, a candidate must attain a residence in the City of Scranton within six (6) months from 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 examination 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 Resource 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 LIST

Placement on a list certified by the Commission does not guarantee an appointment as a Police Patrolman. Appointment is at discretion of the appointing authority within the rule of (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. AMERICAN WITH DISABILITIES ACT NOTICE

Any applicant seeking accommodation under the American with Disabilities Act in any examination must submit a written request with supporting documentation from a treating physician or other qualified professional by Friday, November 14, 2014 to the Commission at the address below:

Civil Service Commission Municipal Building 340 N. Washington Ave .Scranton, PA 18503

THE CITY OF SCRANTON IS AN EQUAL OPPORTUNITY EMPLOYER