

SCRANTON POLICE DEPARTMENT POLICY

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Selection and Hiring Process

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PLEAC Standard(s):
1.5.1, 1.9.1, 1.9.2, 1.9.3

I. POLICY

The Scranton Police Department will, in its recruitment and selection process, identify and employ the best candidates available. Emphasis on quality recruitment, in full compliance with the law, should yield benefits in terms of lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services.

II. PURPOSE

The Scranton Police Department's sworn officer selection process is designed to ensure that the Police Department has an efficient, effective and fair selection process. This should result in the appointment of those individuals who best possess the skills, knowledge and abilities necessary to be employed by this Department.

III. PROCEDURES

- A. The Scranton Police Department is an equal opportunity employer. It is the Department's policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, gender, age, marital status, or mental handicap or disability.
- B. The Scranton Police Department's recruitment and selection procedures are designed for finding and appointing the highest quality of individuals to serve as police officers, while adhering to the guidelines of applicable law, including but not limited to:
 1. Equal Employment Opportunity Commission (EEOC)
 2. Title VII –Civil Rights Act of 1964

3. Age Discrimination Act of 1967
4. Pennsylvania Human Relations Act, as amended
5. Americans with Disabilities Act (ADA)
6. Commonwealth of Pennsylvania, Class 2A City
7. Civil Service Rules for the City of Scranton

C. Civil Service Commission

1. The City of Scranton Civil Service Commission regulates the procedures for hiring new police officers for the Scranton Police Department.
2. The rules and regulations for the Scranton Civil Service Commission have been established to ensure that the hiring process is conducted fairly and uniformly for all eligible applicants. A copy of the rules will be maintained by the office of the Chief of Police.
3. The testing and hiring procedures will be in conformance with the Civil Service rules and regulations.
4. The selection process begins with a written test. Depending on the Department's needs, active candidates may then be required to undergo an oral interview, physical agility test, background investigation, CVSA examination, psychological examination, physical examination and drug screening. The process will conform to Civil Service rules and regulations.

IV. TESTING PROCEDURES

A. Initial Testing Procedures

1. The Civil Service Commission will govern the procedures for submitting a list of qualified candidates.
2. The initial testing procedures will be comprised of a written test, physical agility test, and an oral interview process, as determined by the Civil Service Commission.

B. Background Investigations

1. The critical and most important nature of law enforcement employment requires that only the most qualified people are hired to work as police officers. One of the most important aspects of the selection process is the background investigation. A comprehensive background investigation, conducted by competent investigators, is very beneficial in determining the most qualified candidates for selection.
2. A background investigation shall be completed for every candidate prior to appointment as a probationary police officer.
3. The background investigation shall be completed by members of the Criminal Investigation Division or as directed by the Chief of Police.
4. The background investigation shall, at a minimum, include but not be limited to the following:
 - a. Verification of qualifying credentials
 - b. A complete review of any criminal record

- c. Verification of at least three personal references provided by the candidate
 - d. Verification of at least three personal references not provided by the candidate, such as neighbors, teachers or co-workers
 - e. Credit / Financial responsibility check
 - f. Education records check
 - g. Verification of prior employment
 - h. CVSA/Polygraph
5. The investigator will complete a summary of the background investigation.
 6. The completed background investigation file will then be turned over to the office of the Chief of Police for review.

C. Psychological Examination

1. A psychological fitness and emotional stability examination shall be conducted on each candidate for a sworn position to certify his/her mental health and emotional stability. The psychological examination will be performed by a licensed psychologist determined by the Civil Service Commission and the City Human Resources Department.
2. The psychological fitness and emotional stability examination shall be completed once an officer has received a conditional offer of employment and prior to appointment.

D. Medical Examination

1. A medical examination and a drug screening shall be conducted of each candidate for a sworn position to certify his/her general health. The medical examination will be performed by a licensed physician determined by the Civil Service Commission.
2. The medical examination and drug screening shall be completed once the officer has received a conditional offer of employment. Failure of one of these examinations would terminate the process.

V. APPOINTMENT

- A. Once candidates have successfully completed all phases of the testing process, their names will be submitted to the Scranton Civil Service Commission for certification.
- B. Once the list has been certified by the Civil Service Commission, the Mayor shall be the appointing authority in accordance with the Civil Service rules.

By Order Of:

Chief Carl R. Graziano
Superintendent of Police
Scranton Police Department