

Notice

City of Scranton

Police Officer Examination

The Scranton Civil Service Commission for the City of Scranton (the “Commission”) hereby announces the commencement of testing for the position of Patrol Officer with the Scranton Police Department.

The first step of the testing process is the initial examination which will be administered through National Testing Network (“NTN”). To register with NTN and schedule a test, go to www.nationaltestingnetwork.com, select ‘Find Jobs’, then select Law Enforcement Jobs and sign up for The Scranton Police Department. The first date to sign up and take the written examination is **Friday, April 5, 2024**. The closing date for this enrollment is **Tuesday, June 4, 2024**.

Specifically, when you visit the www.nationaltestingnetwork.com website:

- Complete the NTN registration process and schedule your test.
 - Review all information related to the Scranton Police Patrol Officer, including minimum requirements, salary, and benefits.
- Review detailed information about the testing process.
- Review the Frequently Asked Questions and take an online practice test (if desired).

Upon completion of your scheduled exam, scores are automatically forwarded to the Scranton Civil Service Commission. Candidates who attain a weighted score of 70 % or above and a score of 70% on the written portion of the exam and are deemed to have passed by NTN, will be eligible to move on to the next steps of the testing process. Scranton Civil Service Commission will contact candidates who meet this criteria to invite them to participate in further stages of the examination process.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. The weighted score as provided by NTN will be used in calculation of the final scores for the Civil Service List. However, National Testing Network does not replace the Scranton Civil Service Commission and/or Scranton Police Department’s responsibility and decision making in the testing process.

The City of Scranton is located in Northeast Pennsylvania and has a population of approximately 76,000 residents. The Scranton Police Department currently has 147 sworn, full-time officers and 20 non-sworn civilian personnel. The current salary of **a first year Police Officer is \$60, 783. 80 which increases to \$75,979.75 in the third year under the current contract.** Some applicants with law enforcement experience may be permitted to start at full salary based on their experience. Officers are also entitled to an employee benefits package; plus, scheduled longevity increases.

Entry level applicants/candidates **are NOT required to** have completed Pennsylvania’s ACT 120 Municipal Police officer’s Training program prior to a conditional offer of employment. ACT 120 Certification and the courses necessary to obtain certification will be paid for by the City of Scranton for any entry level applicant/candidate who accepts a conditional offer of employment who does not have ACT 120 certification.

The following prorated minimum requirements will apply to applicants who accept a conditional offer of employment with the Scranton Police Department and receives reimbursement for ACT 120 courses/classes:

-any individual who receives reimbursement for a class(es) taken and leaves the Scranton Police Department within one year of the conditional offer of employment will have to pay back 100% of the costs of the class(es)

-any individual who receives reimbursement for a class(es) taken and leaves the Scranton Police Department within two (2) year of the conditional offer of employment will have to pay back 75% of the costs of the class(es)

-any individual who receives reimbursement for a class(es) taken and leaves the Scranton Police Department within three (3) years of the conditional offer of employment will have to pay back 50% of the costs of the class(es)

Successful candidates of this portion of the testing process will be individually **responsible for costs** related to the Doctor's Physical and Psychological portions of the testing process. At this time, there is no fee for the physical agility exam, but this is subject to change.

The online examination will be competitive with only those candidates who receive a minimum passing weighted score of 70% or above and a minimum passing score of 70 % or above on the written portion of the exam and are deemed to have passed by NTN, eligible to move on to the next steps of the testing process. Only the top 50 scores on the examination, with a weighted score of 70% or higher, will be eligible to proceed to the next step in the overall selection process. Any tying scores on the examination will be broken based on the date and time of completion of the exam. The earlier date and time will declare the higher position.

Those applicants who are eligible to move on from the online exam, will then be required to undergo an Oral Examination, 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 twenty-five (25) air miles from Scranton City Hall within 6 (six) months of permanent 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.

1. OVERALL SCORING:

<u>Element</u>	<u>Passing Score</u>	<u>Weighting</u>
Written (Online) 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:

MPOETC's Physical Fitness Assessment Standards Entrance and Retention in the Act 120 Police Academy

30% Standards	Male Standards by Age					Female Standards by Age				
Age Range	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Sit Ups (1 min rep)	35	32	27	21	17	30	22	17	12	4
300-meter Run (time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push Ups (1 min rep)	26	20	15	10	10	13	9	7	7	7
1.5-mile Run (time)	13:15	13:44	14:34	15:50	15:50	15:46	16:42	17:29	19:10	19:10

Individuals who have previously completed a physical agility exam within a specified time period as part of the ACT 120 process or through a similar police academy MAY be entitled to waiver of the Physical Agility exam requirements.

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:

- 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;
- Pay all fees associated with the Medical, Psychological and Strength & 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 within twenty-five (25) air miles from Scranton City Hall within 6 (six) months of permanent hire date, proven by deed, rent receipt, lease and/or utility bills.

4. GROOMING POLICY

All new hires must follow the grooming standards for the Scranton Police Department. The grooming standards are set forth in Scranton Police Department Policy 14-001, which covers hair, facial hair, tattoos, fingernails and other grooming standards. Most notably, all new hires are prohibited from any visible, offensive, tattoos or any body art or tattoos on the face and/or neck or below the wrist on the hands/finger.

5. 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 at the time of application. Failure to provide this documentation will result in loss of Veterans' Preference Points.

6. LEGACY PREFERENCE

Persons, male or female, who was the child of a Scranton Firefighter or Police Officer who was killed or died in the line of duty shall be given an additional credit of an additional ten (10) points and preference in appointment provided for by law.

Any applicant claiming the Legacy Preference must furnish documentary proof of their right to such preference before the preference will be granted. The following kinds of evidence will be accepted as documentation of Right to Preference:

- A. Documentary proof of relationship to the deceased parent,
- B. Death Certificate of the parent,
- C. Such other proof as may be acceptable to the Civil Service Commission.

Legacy Preference, properly claimed, may be granted at any time between the date the eligible list is established and the date the eligible list expires.

7. 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.

8. PLACEMENT ON COMMISSION'S LIST

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

9. REASON FOR TESTING

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

10. FALSE INFORMATION

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.

11. 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 to the Commission at the below address:

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

THE CITY OF SCRANTON IS AN EQUAL OPPORTUNITY EMPLOYER.

THE CITY OF SCRANTON ENCOURAGES APPLICATIONS FROM CANDIDATES FROM DIVERSE BACKGROUNDS. THE CITY OF SCRANTON IS COMMITTED TO PROVIDING A WORKING ENVIRONMENT THAT IS FREE FROM HARASSMENT AND DISCRIMINATION.