

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 Patrolman. The examination will take place on **JUNE 1, 2019 at 9:00 AM.** at the DeNaples Center, 4th floor Conference Room University of Scranton, 900 Mulberry St, 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 147 sworn, full-time officers and 20 non-sworn civilian personnel. The current salary of **first year Police Officer** is **\$40,871.58 which increases to over \$71,000 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, APRIL 29, 2019.** Applications must be returned to the Human Resources Department by **FRIDAY, MAY 10, 2019** 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 US Postal System; the dated postal stamp on submitted applications 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, Medical Examination 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>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 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 the conditional offer of employment. Failure to provide written verification of Act 120 Certification at the time of conditional offer of employment will disqualify the candidate for appointment as police officer.
- 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 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 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. 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 tattoos or body art on the face and/or neck or below the wrist on the hands/fingers. Any offensive tattoos or body markings are also prohibited.

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 to the Human Resource Department at the time of application.

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 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.

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 by 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