

1.5.1 Selection Standards and Hiring Criteria

I. POLICY

It is the policy of the Johnstown Police Department to adhere to the guidelines of this general order.

II. PURPOSE

The Johnstown 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. The Chief of Police is responsible for recruitment; however, all department personnel may be personally involved in the recruiting process.

The Johnstown Police Department's officer selection process is designed to insure 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 for a professional police agency. This general order will also address the hiring process and training of non-sworn personnel.

III. PROCEDURE

The Johnstown Police Department allocates and distributes personnel to organizational components and functions in accordance with daily, monthly, quarterly, and yearly personnel needs, and work load assessments using all resources at the department's disposal.

The Johnstown 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 non-job related physical or mental handicap or disability.

A. The Johnstown 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 guidelines of applicable law, including but not limited to:

1. Model Civil Service Rules for Pennsylvania

2. Rules & Regulations for the City of Johnstown Civil Service Board
3. Veteran's Preference Act, 51 Pa. C.S. subsections 7101
4. Equal Employment Opportunity Commission (EEOC)
5. Title VII – Civil Rights Act of 1964
6. Age Discrimination Act of 1967
7. Pennsylvania Human Relations Act, as amended
8. Americans with Disabilities Act (ADA)
9. Municipal Police Officers' Education and Training Commission (MPOETC) guide to the hiring of police officers

B. Advertisements

1. Ad in the local newspaper; The Tribune Democrat
2. A hiring notice shall be posted at City Hall located at 401 Main Street in Johnstown.
3. A hiring notice shall be posted at the Public Safety Building at 401 Washington Street in Johnstown.
4. A hiring notice shall be posted on the City of Johnstown's web page at cityofjohnstownpa.net.
5. A hiring notice shall be posted on the Johnstown Police Department's Facebook and Twitter page.
6. All department personnel are encouraged to help identify potential police applicants who may then be actively recruited.

C. Applications

1. All prospective applicants are required to complete an application. The application is designed to be non-discriminatory.
2. All applicants are required to sign and notarize a disclosure agreement for job background purposes.

3. Applications are to be picked up at the Public Safety Building, 401 Washington Street or they can be found and printed from the City's web page at www.cityofjohnstownpa.net.
4. Applications are to be returned by a specified date to Office of the Captain of Police.
5. The Johnstown Police Department may refuse to examine or if examined, may refuse to consider after examination, any applicant who is found to lack any of the minimum qualifications for employment prescribed in this general order. In addition, the police department may not accept applications that are not fully and or/properly completed.

D. Position Requirements

1. Applicants for the position of a Johnstown Police Officer must be capable of possessing requisite skill, knowledge and abilities.
2. Falsifications, concealment or misrepresentations of material fact on the application forms may result in disqualification.
3. Officers, at the time of their appointment must be at least 21 years of age.
4. Must be a citizen of the United States.
5. Must have graduated from an accredited high school or have a graduate equivalency diploma acceptable to the commission.
6. Must be licensed to operate a motor vehicle in Pennsylvania.
7. Must be of high moral character and free of any felony convictions and certain misdemeanors.
8. Must be physically and mentally fit for the full duties of a Police Officer.
9. Must take a psychological and physical examination if offered employment and pass each.
10. Must have acquired their ACT 120 prior to being offered a condition of employment.

E. Written Examination

1. The Police Officer Standardized Test (POST) is through the PA Chiefs of Police Association.
2. Test consists of four [4] segments:
 - a. Math
 - b. Reading
 - c. Grammar
 - d. Writing
3. Must pass with an overall 70% to continue in the hiring process.
4. Written test is 70% of your final score.
5. Test will be graded by an independent testing agency.
6. All applicants will be sent their score via the US Mail within thirty [30] days

F. Physical Fitness Test

1. One Minute Sit-Up
 - a. In order to successfully complete the event, the applicant must successfully complete the required number of correct repetitions for their age and gender within one (1) minute.
2. 300 Meter Run
 - a. This is a test of anaerobic power. In order to successfully complete this event you must successfully run 300 meters in the designated time for your age and gender according to the 50% of the Cooper Standard.
3. One Minute Full Body Push-Up
 - a. In order to successfully complete the event, the applicant must successfully complete the required number of correct repetitions for their age and gender within one (1) minute.

G. Oral Examination

1. Asked a series of questions by a board of three individuals.
2. Must pass by 80% to continue the testing process.
3. Oral Exam is 30% of your total score.
4. All applicants will be sent their ranking score within thirty [30] days via the US Mail.

H. Ranking

1. Final scores will be posted at the following locations:
 - a. City Hall at 401 Main Street in Johnstown.
 - b. Public Safety Building at 401 Washington Street in Johnstown.
 - c. The City of Johnstown's web site, www.cityofjohnstownpa.net
 - d. Copy of the eligibility will be give to the Appointing Authority and City Council.
2. Veteran's Preference
 - a. Must pass all aspects of the tests prior to qualifying for the Veteran's preference of ten [10] additional points.
 - b. Must have an honorable or equivalent to an honorable discharge.
 - c. Reservists and National Guard must complete their obligations in order to qualify with the following exception:
 - i. If prior to testing served a combat deployment i.e.:
Operation Enduring Freedom; Operation Iraqi Freedom.

I. Conditional Offer of Employment

1. Successful candidates[s] when considered for employment will be given a written offer of hire conditional upon a successful completion of a background, medical and psychological examination.

2. If offered employment and the candidate must possess their Act 120 required through the Municipal Police Officers' Education and Training Commission [MPOETC} prior to receiving a conditional offer of hire by the City of Johnstown.

J. Background Investigation

1. An extensive background investigation will be conducted on each candidate that is being offered employment. See General Order 1.5.6.
2. Candidates will be requested to complete and sign the release of information form and have it notarized.
3. Background investigations will include at a minimum:
 - a. Verification of qualifying credentials.
 - b. Reviews of any criminal or motor vehicle record.
 - c. Credit/financial responsibility check.
 - d. Education records check.
 - e. Verification of prior employment.
 - f. Verification of at least three [3] personal references supplied by the candidate.
 - g. Military records.
4. Backgrounds of all candidates will be conducted by members of the Johnstown Police Department.
5. Background investigations completed on any candidate will be maintained by the officer in charge of the entry level testing.

K. Medical Examination

Each candidate will be given a drug screen and medical examination conducted by a physician selected by the department to certify the general health of the candidate. The results shall be turned over to the Chief of Police. After consideration, the officer in charge of the entry level testing maintains the records. See General Order 1.5.7.

L. Psychological Examination

Each candidate will be given a psychological examination conducted by a department chosen psychologist to determine the candidate's emotional stability. The results shall be turned over to the Chief of Police. After consideration, the officer in charge of the entry level testing maintains the records. See General Order 1.5.8.

M. Oath of Office

The Oath of Office is administered in accordance with the provisions of General Order 1.1.

N. Probationary Period

All newly hired officers shall serve a one-year probationary period. This period shall commence from the time the Oath of Office is administered. See General Order 1.1.1

Effective Date: October 2, 2018

By Order Of:

A handwritten signature in black ink, appearing to read "Robert F. Johnson". The signature is written in a cursive style with a large, stylized initial "R".

Robert F. Johnson
Chief of Police