

Police Officer Processing Information

The background investigation phase of processing for the Police Recruit Class begins after the conclusion of the Fitness Testing and the background phase takes approximately six weeks.

The following phases occur after the background phase.

I. Chief's Selection Meeting

1. The Chief and his/her command staff convene to review the background executive summary reports of all of the candidates remaining in the process for the Academy class.
 2. The executive summary reports are comprehensive to include specific categories identified as being primary to the selection process. No identifying information or race/gender information is present in the executive summary reports. The reports are identified only by a computer generated random number assigned to each candidate.
 3. All of the executive summary reports are presented and reviewed in random number order.
 4. Based on the City of Pittsburgh's Civil Service Rule VI, Part A, Section 2.B., each candidate is considered individually based on their own merit.
 5. There will be one of two outcomes for each candidate based on the selection process. Candidates will either be selected and receive a conditional offer of employment or candidates will be decertified and will no longer be considered for employment. Candidates who are decertified will be sent a letter stating who they may contact at the City of Pittsburgh to be informed of the decertification reason(s). Decertified candidates may request an appeal through the Civil Service Commission.
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II. Conditional Offer of Employment

1. A conditional offer of employment is contingent upon candidates successfully completing the psychological assessment and the medical examination. When both are successfully completed candidates will receive a final offer of employment.
2. Candidates who are selected will receive a telephone call from the City of Pittsburgh informing them of their conditional offer. During that telephone call, candidates who accept their conditional offer of employment will be scheduled for the required MMPI-2 written psychological assessment. This assessment is conducted in the City-County Building, 4th Floor.

3. Following the administration of the written psychological assessment, candidates will be scheduled for an interview with a Civil Service psychologist. Limited advance notice of the interview may be given due to the tight time constraints on hiring. Interviews are conducted in the City-County Building, 4th Floor. Candidates will receive specific information when they are scheduled for their interview.

III. Psychological Interview

1. The interview with the psychologist is a personal one on one interview. The psychologist will be supplied with the scored results of the written psychological test instrument and the comprehensive background investigation folder. There are two possible outcomes from the psychological evaluation: recommended or not recommended for employment as a City of Pittsburgh Police Officer. This is not a reflection of any candidate's suitability for any other position.
2. If the psychologist determines candidates are not recommended, they will have the opportunity to be scheduled for a second interview during this processing period. Since there is a tight time period for the processing period, the City will contact candidates via phone if they are not recommended in order to schedule the second interview. The City will obtain all relevant phone numbers to contact candidates at the written psychological assessment.
3. Second interviews will be conducted by a different psychologist from the first interview. The psychologist will be given all of the materials/notes from the first interview. If candidates are not recommended by the second psychologist, the decision is administratively final.
4. If candidates are recommended by the second psychologist, resulting in a split determination between the first and second psychologists, the case must go before the psychological panel for a final determination. The panel process will also occur during the current processing period. The panel will consist of the two psychologists involved in the case and a third psychologist that will be appointed by the Chief Civil Service psychologist. All case materials are made available to the panel. Final determination of the panel must be unanimous and is administratively final.

IV. Medical Examination

1. Candidates who are recommended by the psychologist for employment by the psychologist(s) as a police officer will subsequently be scheduled for a comprehensive medical examination.
2. Candidates are required to fast 12 hours prior to their appointment; water is permitted on the morning of the examination. Candidates must abstain from

nicotine, caffeine and decaffeinated beverages for 24 hours prior to the appointment.

3. Candidates should wear or take comfortable shoes and appropriate clothing for the running exercise; take photographic proof of identity and, if a candidate wears corrective lenses, take a case for storage of the lenses during the eye exam. **NOTE:** The medical standards include having distant vision of at least 20/70, uncorrected, in the stronger eye, correctable to 20/20, and at least 20/200, uncorrected, in the weaker eye, correctable to at least 20/40. In addition, candidates shall have normal depth and color perception, and must be free of any significant visual abnormality.

V. Final Offers of Employment

1. Candidates who successfully complete the psychological assessment and the medical examination receive a final offer of employment. Candidates will receive a verbal final offer via a telephone call from the Department of Personnel & Civil Service Commission which will be followed by a packet containing the written final offer letter from the Chief of Police as well as contents pertaining to City of Pittsburgh residency, uniform fitting and the Academy.
2. Candidates will be required to be fitted for uniforms prior to the Academy start date. In addition, candidates are required to show proof of City of Pittsburgh residency no later than the Friday prior to the Academy start date. A lease, mortgage or deed to a property and two pieces of current business mail is required for verification of city residency.