

PAGE 1: **RECRUITMENT**

BACKGROUND

In order to develop a marketing plan aimed at recruiting more minority police officers and firefighters, it is important to understand the application and testing process currently in place.

ERIE BUREAU OF POLICE

The mission statement of the Erie Police Department has been to maintain social order and provide professional law enforcement services to citizens in the community, within prescribed ethical, budgetary, and constitutional constraints.

The Department strives to enforce the law and maintain order in a fair and impartial manner, recognizing the need for justice, and consistent appearance of justice. The Chief of Police recognizes that no law enforcement agency can operate at its maximum potential without support input from the citizens it serves.

PAGE 2: **QUALIFY**

Eligibility

In hiring any position, the City of Erie does not discriminate on the basis of race, creed, religion, ancestry, union membership, age, sex, sexual orientation, national origin, handicap or disability in employment or the provision of services.

To become a City of Erie police officer, regardless of past law enforcement or military experience, applicants must satisfy physical, mental and psychological requirements as determined by Pennsylvania state law and the City of Erie Civil Service Board, including:

- Age
 - Must be at least 21 years old on or before the date of hire
 - Must not be more than 65 years old
- Education
 - Must possess a high school diploma or GED equivalency
 - Must be Act 120 certified at the time of hire
 - Must pass the Northwest PA Regional Police Testing Consortium written test by date of hire
- Residency
 - Must agree to move within a fifteen-mile radius of the City of Erie Municipal Building by the time of hire
 - Must be a citizen of the United States
- Physical Fitness
 - Must pass a physical and be free from any debilitating conditions such as tremor, incoordination, convulsion, fainting episodes, or other neurological conditions which may affect the applicant's ability to perform as a police officer
 - Must pass the Northwest PA Regional Police Testing Consortium physical agility test before date of hire
- Character
 - Must have good moral character as determined by:
 - Background check
 - Credit check
 - Physical
 - Social media review
 - Psychological test
 - Voice stress analyzer test
 - Oral interview
- Driving
 - Must possess a current and valid driver's license
 - An applicant's driving record will be considered on a case-by-case basis with the past five years being the most critical. The following will be considered disqualifiers until the time parameters have been met:
 - DUI within five years of taking the exam
 - Negligent or reckless driving within five years of taking the exam
 - Hit-and-run driving within five years of taking the exam
- Employment History

- An applicant's employment history, including any terminations, leaving an employer in lieu of termination, lapses in work history, or lack of work history, will be thoroughly assessed and may be grounds for disqualification.
 - Termination is defined as the act of making a person leave a job; the act of firing or dismissing someone
- Financial History
 - An applicant's credit history will be thoroughly assessed and related decision making issues may be grounds for disqualification. The following are areas of concern:
 - Failure to pay income tax
 - Failure to pay child support
 - Extreme debt
- Professional Appearance
 - All applicants are expected to maintain a professional appearance at all times.
 - The Erie Bureau of Police has the sole discretion in determining what is considered professional.
 - The following are areas of concern:
 - Tattoos that are visible to others shall not be sexually offensive, ethnically offensive, or religiously offensive to a reasonable person.
 - Tattoos shall not be visible above the neck of any applicant.
 - Scarification (intentional burning or cutting of the skin to create design), or voluntary disfigurement (marring or spoiling of the appearance or shape of a body part) shall be carefully reviewed by the Erie Bureau of Police on a case by case basis.
- Criminal Record
 - Must be free from convictions of disqualifying criminal offenses, including:
 - Any adult felony conviction
 - Any domestic violence conviction
 - Any offence which requires imprisonment of more than one year
 - All grades of theft
 - Charges of perjury or false statements/reports
- Drug Use
 - Drug use that falls under the definition of experimentation may not automatically disqualify applicants.
 - "Experimental drug use" is the first stage of substance use and happens when a person begins to explore what drugs are, what reaction they have to them and the social aspects of drug use.
 - This curiosity is usually relatively safe. In most cases people will be cautious about the substances they take, who they are with, how much they will take and what they are doing.
 - Use of the following drugs may not be automatic disqualifiers based on the age of applicant at time of use or how many times the drug was used:
 - Marijuana
 - Cocaine
 - Ecstasy
 - Psilocybin (mushrooms)
 - Use of the following drugs are considered automatic disqualifiers:

- Crack cocaine
- Heroin
- Club drugs such as but not limited to:
 - Ketamine
 - GHB
 - Rohypnol (date rape)
- Hallucinogens such as but not limited to:
 - Phencyclidine (PCP or “angel dust”)
 - Wet
 - LSD
- Stimulants such as but not limited to:
 - Methamphetamine
 - Crank
 - Glass
 - Ice
 - Speed
 - Amphetamines
 - Khat
- Alcohol, if consumption is shown to impair his/her ability to perform in a work environment
- Applicants will also be automatically disqualified if:
 - Applicant has manufactured or cultivated illegal drugs for the purpose of sales of the drugs
 - The applicant has been denied employment or terminated from a position as a result of illegal drug use
 - The applicant used illegal drugs while being employed as a law enforcement officer
 - Any other issues that would be covered by broader City of Erie Human Resources Office policies

All candidates will be subject to a one-year probationary period. Lying falsification, misrepresentation or omission of any information required or requested by the Erie Bureau of Police to conduct an intense background investigation will be grounds for disqualification.

If applicant is disqualified, the applicant must wait four years to reapply. Falsification of information results in a permanent disqualification.

PAGE 3: **APPLY**

Application Process

In order to become a City of Erie police officer, interested candidates must follow the current application process, outlined below.

Applications are available online from April ____ to June ____ at www.policeacademy.mercyhurst.edu. Each application must include a signed money order for \$75 payable to Mercyhurst University Police Academy.

Regarding applications:

- Must include a signed money order for \$75 payable to “Mercyhurst University Police Academy”
- No personal checks will be accepted
- No refunds
- Do not send resume or cover letter or personal records or certificates

Applications can be dropped off in person, emailed, or mailed to:

ATTN: NWPAR POLICE TEST
Mercyhurst University Police Academy
16 W. Division Street
North East, PA 16428

Applications must be dropped off, emailed or postmarked by June ____ .

- Training anticipated ____
- Registration opens ____
- Registration deadline ____
- Physical agility test ____
- Written test ____

PAGE 4: TEST

Exam Process

The Northwest PA Regional Police Testing Consortium administers the City of Erie's applications and testing for the position of police officer.

Applicants do not need to possess PA Act 120 certification to apply for employment or take the written and physical exams. Applicants must have completed the PA Act 120 Training before the date-of-hire. The Erie Bureau of Police does not pay nor reimburse any applicant for attending the Act 120 training.

Also, applicants do not need to be a resident of the City of Erie to apply for employment or take the written and physical exams. However, within a year of being hired, candidates will be required to live within a 15 mile radius of City Hall, located at:

City of Erie Municipal Building
626 State St.
Erie, PA 16501

Applicants must pass the Northwest PA Regional Police Testing Consortium physical agility test and written exam to become a City of Erie police officer. The consortium administers the National Police Select Test™, which was developed by Fire & Police Selection, Inc.

Physical Agility Test

The Northwest PA Regional Police Testing Consortium physical agility test is pass or fail. A photo ID is required for applicants taking the physical agility test. Registration for the physical agility test opens (date) at 8:30 a.m. and the test will begin promptly at 9 a.m. A photo ID is required to take the exam.

The physical agility test will be held at:

Harborcreek High School
6375 Buffalo Rd.
Harborcreek, PA 16421

Based on their age and gender, candidates must score in the 30th percentile or higher as specified by the Cooper Institute for Aerobics Research standards for each of the required evaluations to pass the physical agility test:

1.5 mile run	15 minutes and 54 seconds or less
300 meter run	1 minute and 6 seconds or less
Sit ups	30 repetitions or more
Push ups	25 repetitions or more
Vertical jump	15.5 inches or more

Written Test

If the applicant passes the physical agility test, the Northwest PA Regional Police Testing Consortium written test will follow at the Municipal Police Training Academy at Mercyhurst North East. A photo ID is required for applicants taking the written test.

Optional study resources for the written test are available on the Mercyhurst North East Municipal Police Training Academy website at:

<http://northeast.mercyhurst.edu/municipal-police-training-academy>

- Link for reading comprehension guide:
<http://fpsi.com/docs/National-Police-Select-Test-Reading-Comprehension-Manual.pdf>
- Link to purchase police candidate orientation guides:
<http://www.fpsi.com/police-candidate-orientation-guide/>

By successfully passing both exams, each applicant is notified and placed hiring list, ranked highest to lowest (dependent on written test scores).

Hiring List

The hiring list will be active beginning Sept. 1 of the testing year. The list will be effective for one year and will expire on Aug. 31 of the following year. Any vacancy existing prior to the exhaustion or expiration of an eligibility list must be filled from that list.

Vacancies within the City of Erie Bureau of Police will be filled according to the order of eligible candidates on the hiring list. The number of names taken from the list will be dependent on the number of vacancies. These names will be nominated to the Civil Service Board for appointment only after clearing a physical, psychological, polygraph and/or computer voice stress analysis and a background investigation.

Civil Service Board and Military Service

The Civil Service Board accepts no lateral transfers from other departments, and each applicant must take both written and physical exams, regardless of past law enforcement or military experience.

Military service time is the only qualifier for additional points to the Northwest PA Regional Police Testing Consortium written exam. Upon passing the test, the applicant must present to the city a valid military DD-214 form to receive an additional ten points to his/her written exam score. If two or more candidates achieve the same ranking, a lottery will be held.

Recruitment Resources

Applicants who have questions about becoming a City of Erie police officer can use the following resources:

City of Erie Website

www.erie.pa.us/police/recruitment

Erie Bureau of Police

Sgt. Stan Tuznik

Police Recruitment Contact

Phone: 814-870-1193

Fax: 814-870-1174

Email: stuznik@erie.pa.us

Municipal Police Training Academy

Mercyhurst North East

Phone: 814-725-6121

Employment Benefits

Employment as a City of Erie police officer comes with certain benefits. Benefits are subject to contract negotiations with the Fraternal Order of Police (FOP) Lodge 7. Current employment benefits for City of Erie police officers include:

- Patrol schedule
 - 8.5 hour shift

- 4 days on
- 2 days off
- Rotates Monthly
- Salary
 - Starting salary of \$45,939
 - Scheduled pay increase at 18 and 36 months
 - After 36 Months, Class A Patrolman salary is \$76,567 per year
 - A longevity increment will be applied to the annual base salary starting in year five
- Paid time off
 - 11 paid holidays
 - Vacation time after one year of service, increasing incrementally with service
 - Three paid personal days
 - Paid birthday
 - 20 sick days per year after six months service
- Pension and Retirement
 - Vested pension rights at 12 year service
 - 457(b) / 401(a) plans available
- Allowances
 - Clothing purchase allowance
 - Cleaning allowance
- Education and Training
 - Education bonus
 - Act 120 maintenance training is provided
 - Credit for previous service as Act 120 Certified Officer after one year
- Insurance
 - Life, medical, dental, prescription and vision insurance provided with minimal employee contribution