
 <p style="text-align: center;"> University of Pittsburgh Police Department </p> <p style="text-align: center;"> Rules & Regulations Manual </p>	Reference Number: (Chapter / Section)	1 – 11 PLEAC 1.5.1;1.9.1a; 1.9.1b; 1.9.1c; 1.9.2; 1.9.3; 2.8.1a; 2.8.1b; 2.8.1c; 2.8.1d; 2.8.1e
	Issue Date:	10-29-04 Rev. 08-17-10 Reviewed 12/2018
	Effective Date	11-01-04
	Rescinds:	All Previous
	Amends:	All Previous
Title:	Selection of Personnel	 <hr/> By Order of James K. Loftus, Chief of Police

1.0 Policy

It is the goal of the University of Pittsburgh Police Department to obtain the best qualified police officers, security guards, communication staff, and support personnel available. To that end, the department shall select qualified candidates, following the University of Pittsburgh’s written guidelines. The purpose of this order is to establish selection criteria and guidelines and to clarify responsibilities for the selection process.

2.0 Job Duties

Police Officer: Provide basic police and security services for the protection of all property, students, faculty, staff and visitors at the University of Pittsburgh. Enforcement of all rules and regulations at the University, as well as, all State and Federal laws. Conduct criminal and traffic investigations, make arrests, and detentions per the Pennsylvania Crimes Code and vehicle code. Provide traffic control and parking enforcement. Render first aid, CPR, administer the AED, and be able to respond to emergency situations on campus.

Security Guard: Security Guards assist the sworn police officers in various buildings and at various functions for the University of Pittsburgh. A basic function of security guards is to control and monitor ingress and egress to buildings, parking lots and special events. Security Guards also are trained in the rendering first aid, CPR, and in administering an AED. Additional functions include assisting on alarm responses, fire watch patrols, aid in crowd control, reporting suspicious persons or activity, criminal acts, dangerous conditions and other situations detrimental to the safety and security of the students, faculty and staff of the University of Pittsburgh.

Communications
Personnel:

Answers telephone calls, monitors and responds to all radio communications. Operates the University's central alarm system (emergency phones, opening and closing of electronic doors, fire and burglar alarms). Operates and maintains the state National Crime Information Center computer. Monitors all CCTV monitoring equipment within the communication room. Maintains all files and paperwork documentation as directed. Records personnel who have called off from work; notifies administration and supervisors. Enters appropriate data into the Department's record's management system.

(PLEAC 2.8.1a)

3.0 Qualifications

Police Officer:

Must be a U.S. citizen; must possess a Bachelor's degree in criminal justice or other related field (e.g., Political Science, Psychology, Government Studies, Sociology, etc.) from an accredited college or University and must have obtained Pennsylvania Act 120 (MPOETC) certification prior to appointment; possess a valid PA driver's license; as well as a safe driving record.

(PLEAC 1.5.1)

Security Guard:

One-two years of experience in the security field, a high school diploma or equivalent is required. Act 235 certification is preferred. Candidates must also possess a valid PA driver's license as well as a safe driving record.

Communications
Personnel:

One-two years experience in related field, a high school diploma or equivalent is required. APCO certification is preferred. Candidates must also possess a valid PA driver's license as well as a safe driving record.

(PLEAC 2.8.1b)

3.0 Procedures – Selection Process

The department's selection process is governed by the procedures established and administered by the University of Pittsburgh Human Resources Department. The Chief of Police is responsible for the operation and direction of the selection process which will include, but not be limited to:

A. Application Phase:

Applicants must complete a University employment application, which is found online through the University of Pittsburgh's Department of Human Resources. Applications are reviewed to ensure that the applicant meets the University's qualifications. All applicants are required to complete this phase.

B. Supplemental Application:

This is a comprehensive, in-depth background questionnaire completed by the applicant. The information supplied aids in conducting a thorough background investigation and in assessing an applicant's suitability for the position. Along with the supplemental application, a cover letter and resume must be completed. All applicants are required to complete this phase.

C. Physical Fitness Examination:

This is a comprehensive battery of tests designed to determine the applicant's general physical condition. Standards are same for all ages and gender. Only Police Officer applicants are required to complete this phase.

D. Written Test:

Designed to measure mental reading and comprehension, and other such knowledge and aptitudes that are necessary to perform the work a police officer. Only Police Officer applicants are required to complete this phase.

E. Target Interview:

Applicant participates in a structured interview with supervisory personnel. All applicants are required to complete this phase.

F. Command Staff Interview:

Applicant is interviewed by a committee of Command personnel, chaired by the Chief of Police. Interviews are conducted on a structured basis with possible additional questions. All applicants are required to complete this phase.

G. Background Investigation:

According to the number of positions available in any given job description the top qualified applicants will be moved further in the selection process by having a background investigation completed. Specially trained and supervised police investigator(s) conduct the background investigation, using the Supplemental Application. All applicants are required to complete this phase.

(PLEAC 2.8.1c)

H. Executive Interview:

A final interview with Executive Vice-Chancellor or Director of Public Safety. Only Police Officer applicants are required to complete this phase.

I. Medical Examination:

Medical examination will be conducted by a licensed physician(s). Medical conditions that are temporary and non-chronic will not be considered as disqualifying. Conditions that are serious or chronic may be disqualifying if the condition affects the applicants ability to perform essential job functions which cannot be reasonably accommodated. A drug screen is also administered during this examination. A candidate who is disqualified either permanently or temporarily may submit additional medical evidence to appeal such disqualification. This may be in the form of evidence from the applicant's physician, or other medical specialists with whom the applicant may wish to consult. Only Police Officer applicants are required to complete this phase.

(PLEAC 1.9.2)

J. Psychological Assessment:

An examination by a licensed psychologist with testing in accordance with MPOETC regulations will be conducted for police officer applicants. Similar testing will be conducted for the security guard applicants. Determination to conclude if the applicant is psychologically capable to exercise appropriate judgment or restraint in performing the duties of a police officer or security guard. Only Police Officer and Security Guard applicants are included in this phase

(PLEAC 1.9.3)

K. Final Appointment:

Contingent upon successful completion of the medical and psychological assessments, applicant(s) are offered employment based upon qualifications for positions available. All applicant positions will participate in this phase.

4.0 Procedures – Pre-Employment

A. The Assistant to the Chief will provide Human Resources the following:

- Position Numbers
- Recruitment Request Forms
- Recruitment Request Forms (completed when hiring)

B. The Assistant to the Chief will create and maintain employee personnel files.

C. The Personnel Administrator will:

- Maintain all paperwork associated with the selection process
- Place advertisements in newspapers
- Collect all forms/applications
- Maintain list of all applicants in process, and their progress
- Schedule fitness testing (police officer applicants ONLY)
- Schedule written test (police officer applicants ONLY)
- Maintain records of written and fitness testing
- Prepare interview paperwork
- Maintain contact with candidates
- Schedule Target Interviews and compute scores
- Schedule Command Staff interviews and compute scores
- Ensure credit history is completed (police officer applicants)
- Paperwork prepared for background investigations, (University of Pittsburgh Investigators will complete all background investigations)
- Schedule medical examinations (police officer and security guard applicants)
- Schedule psychological examinations (police officer and security guard applicants)
- Conditional offer of employment
- Prepare Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC) paperwork, including fingerprints, a copy of first aid/CPR card, and medical and psychological forms.
- I-9 Forms and a copy of the individual's Social Security Card and Driver's License
- Refer all Human Resources paperwork to Assistant to the Chief.
- Letters of Regret to candidates who were not chosen for employment, signed by Command Staff.

D. The Administrative Lieutenant will:

- Contact the current vendors for equipment and uniforms. (Uniforms shall be issued to security guards as well as civilian escort personnel and the uniforms shall be distinctly different from each other as well as from department sworn personnel.)
(PLEAC 2.8.1e)
- Issue badges
- Issue locker room keys and assign locker through the Department Receptionist
- Provide instructions for obtaining a University ID card through Integrated Security
- Provide instructions for obtaining a University parking permit through the University's Parking Enforcement Authority.
- Issue policy and FTO manuals. (Separate training programs and manuals have been specifically designed for Police Officers, Security Guards, and Communications Personnel).
(PLEAC 2.8.1d)
- Ensure that recruits receive training as per training schedule
- Establish employee in Automated Records Management System (ARMS) and the Department's email system through the Department's computer liaison.
- Conduct FTO, ARMS, email, and policy training
- Schedule first aid, CPR, and AED training for those whose certification has expired or those who has never been certified.
(PLEAC 2.8.1d)
- Conduct seniority draw and notify Command Staff of seniority status

E. The Investigative Lieutenant will:

- Review the completed background investigations, including verifying that the applicant meets the standards mandated by the University of Pittsburgh and the Municipal Police Officers' Education and Training Commission (MPOETC). Completion must include U. S. Citizenship, educational requirements and has possession of a valid Pennsylvania Driver's License.
- Ensure background investigations are completed for both commissioned and non-commissioned personnel.

F. The background investigation will include, but not be limited to:

- Pennsylvania Driver's license or identification card verification.
- Certified driver's history report. Police Officer applicants only.
- Both criminal and non-criminal history review, criminal history must be run triple III through NCIC.
(PLEAC 1.9.1b)
- A copy of the applicants Social Security card.
- A copy of the applicant(s) birth certificate for age verification. Police Officer applicants only.
- Credit history report. Police Officer applicants only.
- Qualifying credential verification, including educational achievements, certifications, etc.
(PLEAC 1.9.1a)
- Prior work history information verification
- Residence verification. Police Officer applicants only.
- Personal reference checks, minimum of 3 required
(PLEAC 1.9.1c)

5.0 **References:**

1-10 Pennsylvania MPOETC Requirements