


PBP FORM 290 		PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "SELECTION-ADMINISTRATIVE PRACTICES AND PROCEDURES"	ORDER NUMBER: 20-05
				PLEAC STANDARD: 1.5.1, 1.5.2	PAGE 1 OF 3
RE-ISSUE DATE: 08/27/2025	EFFECTIVE DATE: 06/09/2014	ANNUAL REVIEW DATE: JUNE	RESCINDS: ALL PREVIOUS	AMENDS: NONE	

1.0 PURPOSE

1.1 Law enforcement is a critical and important function that requires qualified people to fulfill the complex requirements of the profession. Determining who these individuals are involves several selection processes between the initial application and the final decision to hire. Through background investigations, as well as medical and psychological examinations, departments can evaluate the mental, physiological, emotional, and ethical qualities, as well as the personal character of candidates in order to determine the best qualified to perform law enforcement duties.

2.0 POLICY

2.1 Although the Department of Personnel and Civil Service Commission manages the recruitment and selection process, it is the policy of the Pittsburgh Bureau of Police for all personnel to adhere to the guidelines of this general order.

3.0 SCOPE OF RECRUITMENT

3.1 The Pittsburgh Bureau of Police recruitment mission is to proactively and creatively cultivate a workforce that embodies excellence, diversity, and commitment to public service. To strive to attract, retain, and develop highly qualified, motivated individuals who reflect the community in which we serve. Through innovative outreach efforts and inclusive practices, the Pittsburgh Bureau of Police will aim to build a dynamic and representative police force dedicated to enhancing safety, fostering trust, and serving with honor, integrity, courage, respect, and compassion.

3.2 This section will supplement the rules that govern employment practices for the Pittsburgh Bureau of Police and that are promulgated and maintained by the Human Resource Director.

3.3 The Chief of Staff or their authorized designee should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates. The recruitment strategy should consist of:

3.3.1 Recruiting candidates who are representative of the community. This should include candidates who live in or are from the community, if appropriate and consistent with applicable laws and collective bargaining agreements.

3.3.2 Identification of racially and culturally diverse target markets.

3.3.3 Use of marketing strategies to target diverse applicant pools.

3.3.4 Expanded use of technology and maintain a strong internet process. This may include an interactive department website, and a department managed social networking site.

3.3.5 Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military. Promote recruitment with the utilization of the PBP recruitment vehicle(s), when applicable.

3.4 The Chief of Staff or their authorized designee shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner. The City of Pittsburgh Human Resources Department and the Pittsburgh Bureau of Police will strive to facilitate and expedite the screening and testing process.

4.0 BACKGROUND INVESTIGATION REQUIRED

4.1 Background Investigation

- 4.1.1 A background investigation shall be conducted on all candidates for sworn positions within the Pittsburgh Bureau of Police.
 - 4.1.1.1 Candidates will be requested to complete a release of information form for signature. (Attachment A – Personal Inquiry Waiver)
 - 4.1.1.2 Background investigations will include at a minimum:
 - 4.1.1.2.1 Verification of qualifying credentials.
 - 4.1.1.2.2 A review/check of any criminal or non-criminal. Including the submission of fingerprints to the Central Repository for the Commonwealth and to the Federal Bureau of investigation.
 - 4.1.1.2.3 Certified credit history.
 - 4.1.1.2.4 Personal interviews conducted with at least 3 people who have personal knowledge of the applicant but are not related to the applicant.
 - 4.1.1.2.5 Interviews of the applicant’s employers, if any, for the past 5 years to determine the applicant’s work history.
 - 4.1.1.2.6 Military record, if any.
 - 4.1.1.2.7 Education records.
 - 4.1.1.2.8 A check of the applicant’s driving record verifying that the applicant has a valid driver’s license
 - 4.1.1.2.9 Review of relevant national or state decertification records
 - 4.1.1.2.10 Consistent with the First Amendment and all applicable laws, a check of publicly available internet and information-sharing sites to identify activity that promotes and supports unlawful violence or unlawful bias against persons based on race, ethnicity, national origin, religion, gender identity, sexual orientation, or disability.
 - 4.1.1.3 Background investigations of all candidates will be conducted by the staff at the City of Pittsburgh Office of Municipal Investigations.
 - 4.1.1.4 Background investigations completed on any candidate will be maintained for at least three years.
 - 4.1.1.4.1 Records will be maintained in a secured file at the Office of Municipal Investigations.

5.0 MEDICAL EXAMINATION REQUIRED

- 5.1 A medical examination shall be conducted by a Pennsylvania licensed physician selected by the department to certify the general health and physical condition of the candidate for law enforcement prior to employment.
 - 5.1.1 The licensed physician conducting the medical examination shall complete the form made available by the Municipal Police Education and Training Commission for the examination.
 - 5.1.2 A drug screen shall be conducted as a component of the medical examination.

6.0 PSYCHOLOGICAL EXAMINATION REQUIRED

- 6.1 A psychological examination shall be conducted by a City-chosen Pennsylvania licensed psychologist to determine the candidate's emotional stability and psychological fitness.
- 6.1.1 The licensed psychologist conducting the psychological examination shall complete the form made available by the Municipal Police Education and Training Commission for the examination.

Approved By:

A handwritten signature in blue ink, appearing to read "Martin Devine", followed by the number "#3807". The signature is written over a horizontal line.

Martin Devine
Acting Chief of Police