

## Application Process

You Must Successfully Complete and/or Pass the Following Steps:

**Online Application** – You must have a Completed Online Application on file (with all relevant documents attached) before you can proceed to take the Written Examination. Be thorough and accurate when completing your application!

**Written Examination** – You must pass a written examination designed to measure the following abilities: reading comprehension and following orders. Basic proficiency in these areas are necessary in order to be able to successfully complete the Police Academy, the DCJS Certification Examination and to be able to adequately function as a police officer. The test consists of an ability test, work styles questionnaire and a life experience survey.

**Physical Ability and 1 1/2 Mile Run Testing** – Designed to determine the applicant's abilities in performing specific job related physical activities.

- Physical Ability Test Course: The applicant must successfully negotiate a course consisting of several job related tasks while following the instructions, negotiating minor obstacles, pushing, lifting and pulling. The course must be completed in accordance with the guidelines provided, in 104 seconds or less, while wearing standard issue soft body armor. This is a pass/fail test (no points)
- Recruits normally participate in Physical Fitness Testing during the 1<sup>st</sup>, 8<sup>th</sup>, 17<sup>th</sup>, and final week of the academy. This testing involves 1.5 mile timed run, maximum number of sit-ups in one minute, maximum number of push-ups in one minute, and maximum number of air squats in one minute.

**Polygraph Examination** – Verifies the background data in the Personal History section of the application form. Deception noted in the areas of the automatic disqualifiers may prevent further processing. Also, attempting to interfere with the polygraph examination by the use of countermeasures (i.e. purposely altering breathing, movements, etc.) will be grounds for removal from the process.

**Background Investigation** – Entails obtaining and verifying information in regards to prior employment, drug use, personal references, criminal records, Division of Motor Vehicle records, and credit records:

- Applicant's background is analyzed to determine the existence of any history of criminal records.
- Data contained in the Public Safety Employment Application is verified.

**Oral Review Board** – Applicants are interviewed by a panel of department personnel to determine their qualifications to become police officers.

**Final Selection of Recruits** – The Chief of Police will make the final selection of the best qualified candidates.

**Post-Job Offer Screening Process** – If the applicant is approved by the oral review board, he/she must successfully complete the following:

- Psychological Examination
- Drug Screening
- Medical Examination
- Tobacco Usage - Candidates will be required to sign an acknowledgement that as a condition of their initial and continued employment they will refrain from any on-duty or off-duty use of tobacco products