

POLICE EMPLOYMENT INFORMATIONAL SUMMARY PACKET



2020

Qualifications

Minimum Job Requirements

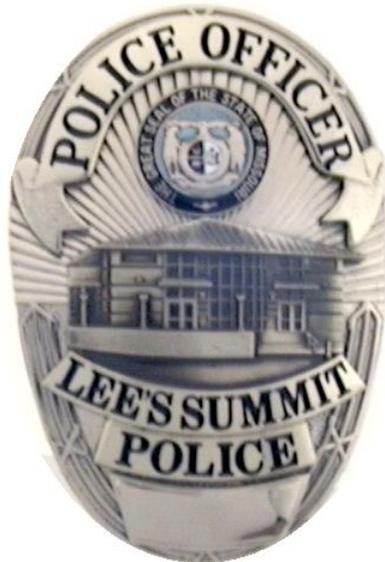
Salary & Benefits

Selection Process

Study Guide

Essential Duties & Responsibilities

Lee's Summit Police Department



MISSION STATEMENT

To provide excellence in police services to the community, by safeguarding life and property, in an effort to reduce the incidence and fear of crime. We will promote public safety through enforcing the law in a fair and impartial manner by protecting constitutional guarantees. We are committed to building partnerships which allow a unified response to issues arising within our community. We promise to conduct ourselves with pride, unity, honor, and commitment; thereby, ensuring the highest ethical standards to maintain public confidence.

Where to find us:

The Police Department is located at 10 NE Tudor Road.

Our daytime phone number is 816-969-1700 or 816-969-1710.
The Police Department after hours phone number is 816-969-7390.

The Lee's Summit Police Department welcomes your interest and solicits any questions you may have. You are encouraged to contact us.

Who to contact...

Sgt. Chris Depue
816-969-1707

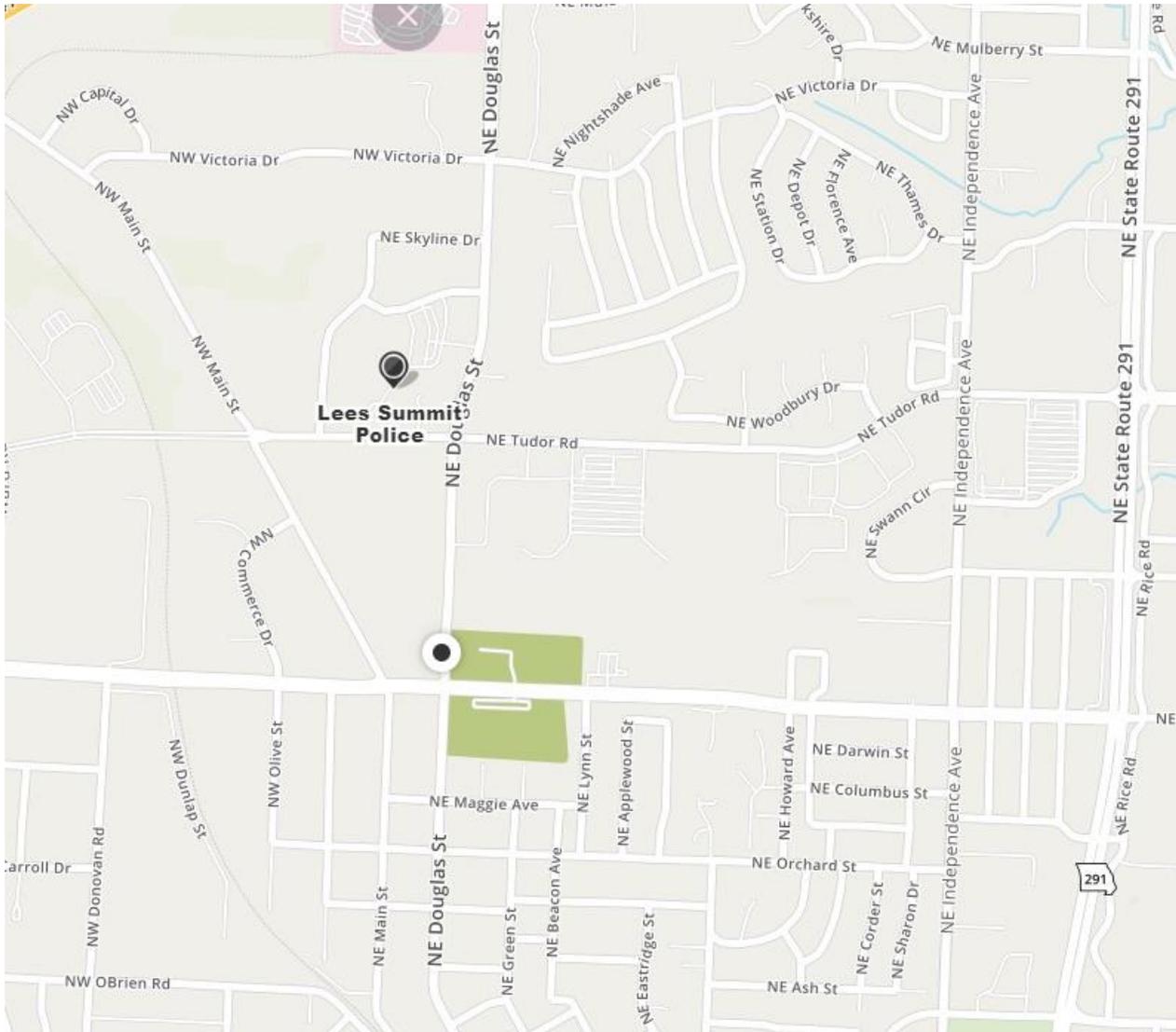
cdepue@cityofls.net

Email contact via : PoliceRecruiting@cityofls.net

LEE'S SUMMIT POLICE DEPARTMENT

10 NE TUDOR ROAD

816-969-1700



INFORMATIONAL SUMMARY

The City of Lee's Summit, Missouri, is an Equal Opportunity Employer. If an applicant requires reasonable accommodation (per Americans With Disabilities Act) in order to participate in any phase noted herein, the applicant must advise Human Resources in writing along with supporting medical documentation. Accommodation requests for Phase II must be received on or before the application deadline. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

QUALIFICATIONS

AGE:

Candidates must be at least twenty-one (21) years of age or will be twenty-one (21) years of age prior to successful completion of a Missouri Police Officer Standards and Training (P.O.S.T.) approved law enforcement training academy for Sworn positions. Candidates must be at least 18 years of age for non-sworn positions. A birth certificate copy will be required prior to appointment. Acceptable substitutes for a birth certificate include naturalization papers and/or a valid passport. **Do not** submit your birth certificate or other proof of age with your application. This information will be requested later in the testing process.

EDUCATION:

Minimum requirement for a Sworn Officer position is a high school diploma or G.E.D, with college degree or military experience preferred. Non-sworn positions will generally require a High School diploma or general equivalency degree, but certain job postings may contain additional education requirements.

CITIZENSHIP:

Candidates must be United States citizens. Proof of such must be presented prior to appointment. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen. **Do not** submit proof of citizenship with your application. This information will be requested later in the testing process.

DRIVING RECORD:

Must have a Valid Motor Vehicle Operator's License or the ability to obtain a Valid Motor Vehicle Operator's License immediately following date of hire as defined by resident state regulations; credible driving record.

EMPLOYMENT RECORD:

Must have a credible work history.

WITNESS:

Must be a credible witness in court.

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Candidates must be capable of performing the essential job functions of an entry-level police officer with or without reasonable accommodation. All phases of the examination are designed to measure a candidate's ability to perform the essential functions of the job. Please refer to the section entitled **Functions of a Police Officer** for a list of essential functions.

DUTIES AND WORK RESPONSIBILITIES:

Police officers are responsible for performing the essential functions of the job which include the suppression of crime, the protection of life and property from criminal activity, the apprehension and arrest of violators of the criminal and traffic laws, the recovery of stolen property and the regulation of non-criminal conduct. Police officers patrol an assigned beat, precinct or area, familiarizing themselves with businesses, public facilities, people, etc. Police officers investigate unusual persons, circumstances, and accidents; make detailed reports of such occurrences; and respond to police calls in their area, as ordered by the Communications Specialist. Please refer to the **Functions of a Police Officer** section for further details.

LEE'S SUMMIT POLICE DEPARTMENT

REASONS FOR DISQUALIFICATION

AUTOMATIC

- **FALSE STATEMENT:** False statement of material fact/deception/fraud. Any past history of false statements that will impair your ability to be a credible witness in a court of law.
- **FELONIES:** No felony convictions.
- **PROTECTION ORDERS:** Active Orders of Protection.
- **DRIVING RECORD:** No DUI/DWI/Hit & Run within the past 3 years. Three or more chargeable or at fault accidents within the past 3 years. Drivers license suspension or revocation within the past 3 years. No valid Driver's License. No more than 3 Moving Violation convictions in the past 3 years (Police Officers).
- **PROBATION/PAROLE:** Currently on probation, parole or diversion. (Inclusive of deferred adjudication). Pardoned for any reason other than being innocent.
- **NARCOTICS/CONTROLLED SUBSTANCE USAGE:** Must be drug-free for a minimum of 3 complete years for all drugs except marijuana which is a minimum of 1 year prior to date of application.
- **SALE OF DRUGS:** Sale of illegal drugs or sale of legal drugs without a license is a permanent disqualifier.
- **MILITARY DISCHARGE/CONDUCT:** Discharge other than honorable (no conditions). Conviction/commission of court martial offense.
- **FAILURE TO COMPLETE:** Failure to complete the Personal History Questionnaire (PHQ) after being afforded the opportunity to do such – will be removed from process and must reapply.
- **DOMESTIC VIOLENCE CONVICTIONS:** Any convictions for domestic violence
- **NEPOTISM:** The employment of family members is prohibited in the following situations:
 1. Where an employee would be supervised by his/her family member and/or
 2. In the same department or division where family members would be in the same place or in regular or frequent contact.

POTENTIAL

- **FAILURE TO DISCLOSE INFORMATION:** Failure to disclose information in the Personal History Questionnaire (PHQ) or during the interview that you were afforded the opportunity to disclose and it is discovered in the polygraph or background investigation. Based on the disclosure may be allowed to reapply.
- **MISDEMEANORS:** Convictions reduced from felony charges. Exception: When candidate received SIS (or equivalent) the information will be reviewed and investigated during a polygraph and background check.
- **NARCOTIC/CONTROLLED SUBSTANCE USAGE:** Use of hallucinogenic substances occurring over 10 years from application date will be subject to review.
- **UNACCEPTABLE BACKGROUND:** Work history, educational history, military service, general reputation, and interpersonal relationships.
- **WORK HISTORY:** Suspension or termination from employment within one year. Eligible to reapply after one year from the date of termination or last date of suspension.

LEE'S SUMMIT POLICE DEPARTMENT

SALARY AND BENEFITS SUMMARY

Officers and Sergeants of the Lee's Summit Missouri Police Department are employed under a work agreement (contract) that is negotiated and administered by the Fraternal Order of Police (FOP), Lodge #50. Membership in the FOP and LS Police Officers association is not mandatory, but all employees are covered under the work agreement. In 2019 a new pay structure was approved that provides for compensation increases based upon longevity. The current pay structure for 2019 is listed below:

RANK / TENURE	HOURLY RATE	YEARLY RATE	STEP #
Entrant Officer / Academy Recruit	\$19.23	\$40,000	0
POST Certified / Graduation	\$21.53	\$44,800	1
3 years of experience	\$22.68	\$47,178	2
5 years of experience	\$24.25	\$50,454	3
7 years of experience	\$25.83	\$53,730	4
9 years of experience	\$27.40	\$57,008	5
11 years of experience	\$28.98	\$60,286	6
13 years of experience	\$30.56	\$63,565	7
15 years of experience	\$32.30	\$67,200	8
17 years of experience	\$35.67	\$74,214	9

SERGEANT	HOURLY RATE	YEARLY SALARY	STEP #
0 years experience	\$32.80	\$68,238	1
2 years of experience	\$34.48	\$71,721	2
4 years of experience	\$36.15	\$75,204	3
6 years of experience	\$37.83	\$78,687	4
8 years of experience	\$39.50	\$82,171	5
10 years of experience	\$42.85	\$89,137	6

Officers with POST Class A certification / experience can make a lateral entry into the compensation plan based upon their years of experience.

POST Certification and 0-2 years of experience	Step #1
POST Certification and 2-5 years of experience	Step #2
POST Certification and 5 or more years of experience	Step #3

HEALTH INSURANCE PLAN OFFERINGS / COSTS

City of Lee's Summit

2020 Premium Rates

Medical				
Cigna Buy Up PPO Plan (\$0 Deductible)	Employee Monthly Contribution	City Monthly Contribution	Total Monthly Premium	Employee Contribution per Paycheck
Employee Only	\$159.66	\$660.30	\$819.96	\$70.96
Employee + Spouse or Child(ren)	\$581.93	\$1,211.23	\$1,793.16	\$258.64
Employee + Family	\$675.46	\$1,406.07	\$2,081.53	\$300.20
Cigna Base PPO Plan (\$500 Deductible)	Employee Monthly Contribution	City Monthly Contribution	Total Monthly Premium	Employee Contribution per Paycheck
Employee Only	\$73.37	\$660.30	\$733.67	\$32.61
Employee + Spouse or Child(ren)	\$403.74	\$1,211.23	\$1,614.97	\$179.44
Employee + Family	\$468.69	\$1,406.07	\$1,874.76	\$208.31
Cigna HDHP with HSA Plan	Employee Monthly Contribution	City Monthly Contribution	Total Monthly Premium	Employee Contribution per Paycheck
Employee Only	\$18.46	\$660.30	\$678.76	\$8.20
Employee + Spouse or Child(ren)	\$282.31	\$1,211.23	\$1,493.54	\$125.47
Employee + Family	\$327.68	\$1,406.07	\$1,733.75	\$145.64

Dental				
Cigna Dental Plan	Employee Monthly Contribution	City Monthly Contribution	Total Monthly Premium	Employee Contribution per Paycheck
Employee Only	\$0.00	\$35.73	\$35.73	\$0.00
Employee + Family	\$17.98	\$71.94	\$89.92	\$7.99

Vision				
MetLife Vision Plan	Employee Monthly Contribution	City Monthly Contribution	Total Monthly Premium	Employee Contribution per Paycheck
Employee Only	\$0.00	\$6.51	\$6.51	\$0.00
Employee + Family	\$3.09	\$12.36	\$15.45	\$1.37

- Paid health, dental and vision insurance for full-time regular employees with 75% of dependent coverage paid by the City. Single coverage employees pay 10% of their health care premiums, monthly. (75% for family coverage and 90% for single coverage is effective 1/1/2020)
- Fully paid life insurance for employee (one year annual salary, \$100,000 maximum) and dependents (\$3,000)
- Fully paid short-term and long-term disability insurance which pays 60% of employee's salary
- Fully paid retirement plan - Missouri Local Government Employees' Retirement System
- Paid vacation:
 - 2 weeks per year (1 week at 6 months)
 - 3 weeks after **five** years
 - 3.5 weeks after **ten** years
 - 4 weeks after **fifteen** years
 - 4.5 weeks after **twenty** years
 - 5 weeks after **twenty-five** years.
- Paid sick leave - 12 days earned per year
- Paid personal leave - 2 days per year
- Paid Holidays:
 - New Year's Day
 - Martin Luther King's Birthday
 - Washington's Birthday
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Day
 - Day before or day after Christmas

- Educational assistance for job related college course work after one year of employment
- Employee assistance plan offering free short-term counseling for employees & dependents
- Supplemental life, cancer, accident, and ICU indemnity benefits available for employee purchase
- Deferred Compensation Plans
- Credit Union with payroll deductions
- 125 Tax Savings Plan for health and dependent care expenses
- Employee fitness center memberships partially reimbursed by the City

The City retains the right to modify its benefits package as necessary from time to time. This summary does not represent a contractual agreement.

TATTOO POLICY

The Police Department has a policy on tattoo's and body modifications. Employees and applicants must adhere to the following policy:

- Employees will not have visible tattoos on the head, neck, face, ears, or hands.
- Tattoos that are visible in the on-duty uniform are allowed provided the tattoos are not offensive, provocative, profane, racist, sexist, or excessive as determine by the Chief of Police.
- Employees will not have other body art, e.g., branding, scarring, piercing or intentional body mutilations that would be visible while in uniform.

10 WAYS TO BE AN OUTSTANDING CANDIDATE

1. PREPARATION: You must prepare for EVERY stage of the hiring process. This includes the initial testing process, interviews, background investigation, etc. The prepared are noticed and so are the unprepared. Be noticed for the right reasons! Prepare for commonly asked questions through various resources and talking with others now working in the field. Maintain physical fitness and practice wellness. Diligent preparation often makes the difference between successful and unsuccessful candidates. You certainly can be the BEST PREPARED candidate!

2. FOLLOW APPLICATION INSTRUCTIONS: You must read and follow meticulously all instructions. Application and background forms must contain all required information. Failure to follow written or verbal instructions reflects poorly on the applicant, and in some cases may result in disqualification. Public safety positions demand rigorous attention to detail and thoroughness. Sloppy, incomplete and error-filled paperwork may indicate an applicant's lack of attention to detail and an overall lack of professionalism.

3. HONESTY: In all phases of the selection process, be completely truthful. This means providing total and complete information. Information provided at each step of the process is validated against information that was previously provided. Dishonesty in any form will result in immediate disqualification—and is the #1 reason candidates are eliminated from the hiring process! Integrity, honesty and trustworthiness are essential. Honesty is your responsibility,

4. COMMUNICATIONS SKILLS: Oral and written communication skills are critical in public safety occupations, and are emphasized in the testing process. Make eye contact with all panel members and practice concise, confident answers. Oral communication skills and the ability to establish rapport with an interview panel can be developed through practice and honest feedback from others.

5. KNOWLEDGE OF OCCUPATION & DEPARTMENT: Applicants must have a solid knowledge of the specific duties and demands of the profession, as well as knowledge of the agency and the jurisdiction served. Good sources are the department and city website, the department's annual report, talking to department employees, friends in the profession, and ride-a-longs. Failure to possess basic knowledge about the Department or the position being applied for indicates an applicant who is neither serious nor passionate about the profession or the Lee's Summit Police Department.

6. PUNCTUALITY: Arrive at ALL appointments at least 15 minutes early. Develop a habit of being early. Arriving late for scheduled appointments will not be accepted. Anticipate any possible cause for a delay. Poor time management skills will reflect negatively on applicants.

7. PROFESSIONAL BUSINESS ATTIRE: Dress and groom professionally and conservatively during any interview: preferably a conservative business suit. You never get a second chance to make a first impression. The Lee's Summit Police Department expects professional, conservative dress and grooming. If you are unsure what constitutes conservative attire and grooming, ask someone who knows.

8. CANDOR & SINCERITY: Demonstrate sincerity, candor, integrity, conviction and honesty. If you are not yourself, it will show. Avoid canned responses; we want to see who you are, how you think and what you value.

9. KNOW YOURSELF: Know why you want to work in public safety, and how your background, skills and aptitude indicate success in performing specific duties. The Lee's Summit Police Department wants to know your capability and potential to address the various issues and challenges faced in public safety.

10. LISTEN CAREFULLY: Be an active listener, especially during the interview process. Listen carefully to the questions asked and think before you respond. Take a few seconds to formulate a thoughtful, concise answer. Active listening is a valuable skill in all jobs, especially police work. Thank you for your interest in our Police Department as you pursue a career in law enforcement.

Selection Process

LEE'S SUMMIT POLICE DEPARTMENT

SELECTION PROCESS

APPLICATION PROCESS:

Candidates will submit completed applications to the Human Resources Department by the end of business on the closing date for each process. The applications will then be forwarded to Police Department for review.

If an area on the application does not apply, candidates should answer with Not Applicable (N/A). Applications that have incomplete addresses, phone numbers, blank areas, etc., will be returned to the Human Resources Department for removal from the process.

TEST PHASES

PHASE I	Written Examination
PHASE II	Structured Oral Examination
PHASE III	Polygraph Examination
PHASE IV	Background Investigation
PHASE V	Conditional Offer of Employment
After a conditional offer of employment is given, the following phases will be administered.	
PHASE VI	Psychological Evaluation
PHASE VII	Medical Examination/Drug Screen/Vision Screen/Hearing Screen

All applicants that are appointed to a sworn Police Officer position will complete an 18 month probation period. After completion of the academy, recruit officers will remain on probation for the duration of their 16 week field training program. Applicants who are already certified officers at the time of appointment proceed directly to the field training program and have a shortened probationary period.

All phases will be given in the order noted, barring unforeseen circumstances necessitating the alteration of the sequence. If the order is changed, notice will be given to applicants. Some steps may be eliminated as needed; the process will be outlined in the job announcement for both sworn and non-sworn applicants. Candidates who fail to show for further testing, when notified, will be stricken from the examination list and disqualified from further testing. **Failing any portion of the examination shall disqualify the candidate from any further participation in the examination process.**

Out of Area Candidates – With proper notification, Candidates who live 3 hours or in excess of 200 miles away will be allowed to complete Phases I and II on testing date.

THE EMPLOYMENT PROCESS WITH THE LEE'S SUMMIT POLICE DEPARTMENT NORMALLY TAKES APPROXIMATELY 2-4 MONTHS TO COMPLETE ONCE THE INTIAL TESTING IS COMPLETE. CERTAIN HIRING PROCESSES MAY PROGRESS QUICKER OR SLOWER DEPENDING ON THE NEEDS OF THE DEPARTMENT.

PHASE I

WRITTEN EXAMINATION:

All candidates will be contacted with the date and time of the examination. Candidates should arrive to register for the written examination 15 minutes prior to the start time. **You must go through registration even though you submitted your application to the Human Resources Department.**

You will be **required** to present a driver's license or other valid **picture** (i.e., passport, military id, employment id, etc.) identification to gain admittance to the written examination. If you fail to provide a driver's license or other valid picture identification at the time of registration, you may be denied entry to the test.

The test will be video based consisting of 54 scenarios designed to test judgment, decision making, and common sense. It also includes a grammar and reporting writing section. Candidates must successfully pass this portion of the process in order to continue on to Phase II. At the end of the written examination, candidates will be given a Personal History Questionnaire to be completed upon notification that they will be moving on to Phase III – Structured Oral Examination.

The company that provides our written test offers a practice test to help you become familiar with the video based testing process. That information can be found at <https://ErgoPracticeTests.com> . There is a cost for the service and it is administered by the testing company, not the Police Department.

No food or drink will be allowed in the test area.

PHASE II

BACKGROUND INTERVIEW:

Candidates selected to continue beyond Phase I will be interviewed by a Background Investigator.

STRUCTURED ORAL EXAMINATION:

Candidates who have passed Phase I will be scheduled for an oral examination based on overall ranking order and number of available positions.

The candidate will be notified of the specific location, date, and time of their appointment for the oral examination as well as when the Personal History Questionnaire (PHQ) needs to be submitted.

Assigned oral examination dates and times shall be final; changes or rescheduling may not be allowed.

The candidate, in this phase, shall be asked several questions by a panel of three to five assessors. The assessors will then score candidate's responses to the questions based on established criteria. All candidates will be asked the same questions.

RANKING:

A candidate who successfully completes Phases I and II will be ranked according to their overall score.

PHASE III

POLYGRAPH EXAMINATION:

A polygraph examination will be scheduled for the candidates that have successfully completed the Oral Examination Phase based on ranking and number of available positions as outlined in Phase II.

PHASE IV

BACKGROUND INVESTIGATION:

Candidates shall be investigated as to character, conduct, driving record, drug and alcohol history, habits, environment, previous and current employment, criminal history (a felony conviction, as an adult is automatic grounds for disqualification), credit history and references.

PHASE V

CONDITIONAL OFFER OF EMPLOYMENT

Candidates that have successfully completed Phases I through IV, and based upon current rank in the process and number of available positions, will meet to receive a conditional offer of employment. Successful candidates will be then be moved on to Phase VI and VII.

PHASE VI

PSYCHOLOGICAL EVALUATION:

The psychological evaluation shall consist of written psychological tests and a personal interview with a clinical psychologist retained by the Department. Each candidate, in order to be eligible for the position of police officer, shall be recommended as suitable for the position.

PHASE VII

DRUG SCREEN/MEDICAL EXAMINATION:

Candidates shall be required to successfully undergo a drug screen and medical examination. Entry level examinations are required for all candidates, prior to employment, to determine general fitness for duty. The standard, entry level examination will be provided at no cost to the candidate. If the drug screen (urinalysis) shows the use of a controlled substance, that fact shall be cause for disqualification. Where the use of a prescription drug is detected, the candidate will be required to offer proof that the drug has been prescribed by a physician for the candidate. If the candidate is unable to provide such proof, employment may be denied. Employment may also be denied where future or continued use of a prescribed drug poses a potential safety risk or would impair job performance. The question of future or continued use of a prescribed drug shall be referred for an evaluation as recommendation by the licensed medical practitioner retained by the Department. Each candidate, in order to be eligible for the position of police officer, shall show that they have no limitations, and that there are no medical contradictions to perform the job without accommodations.

HEARING STANDARDS FOR POLICE OFFICERS:

Hearing loss attenuated by a hearing aid(s), are grounds for disqualification.

Pure tone thresholds in the unaided worst ear cannot be worse than 25 dB at 500Hz, 1000Hz, or 2000 Hz, and not worse than 35 dB loss at 3000 Hz or no greater than 30 dB at any of the first three frequencies and an average loss of less than 30 dB for all four frequencies is acceptable for safety classifications.

VISION STANDARDS FOR POLICE OFFICERS:

Visual acuity must be 20/40 or better in each eye with or without correction.

Significant loss of color (greater than one cross on the Farnsworth D-15 panel test and an inability to pass practical ability examination) is grounds for disqualification.

Reduced peripheral acuity with opaque colored lenses requires individual evaluation as these lenses may produce visual field loss ranging from 21 to 47 percent. The dense coloring used in these special lenses reduces the amount of light entering the eye, especially at the periphery.

Significant decrement in visual field performance (peripheral vision) in either eye is unacceptable for safety positions. Field of vision must extend across degrees in both eyes and at least 70 degrees in each eye tested separately. **Note:** Peripheral vision of each eye should be measured separately by means of automated perimetry.

Anomalies of depth perception are not significant. Current evidence indicates that anomalies of depth perception are not pertinent to the performance of any job.

ATTENDANCE OF SUBSEQUENT PHASES:

If no alternate time exists and a candidate cannot attend the originally scheduled time, he/she may be disqualified from further testing.

CHANGE OF ADDRESS OR TELEPHONE NUMBER:

Candidates are responsible for notifying any changes of address or telephone number. The inability of the Post Office to deliver mail because of an unknown or incorrect or forwarding address may be grounds for disqualification. Failure to keep any scheduled appointment because of neglect of this responsibility may be cause for disqualification from further Phases.

VACATIONS OR ABSENCES:

Upon completion of both the written examination and the structured oral examination, vacations or absences of more than seven (7) days must be reported to the Hiring & Recruiting Investigator/Designee. Failure to keep any scheduled appointment because of neglect of this responsibility may be cause for disqualification from further testing.

JOB REQUIREMENTS:

All employees appointed or employed will be required, unless already certified by POST with a Class A Certification, to attend and successfully complete a POST approved Law Enforcement Training Academy to obtain their Class A Certification. After completion of the training academy, or if certified, the employee will be required to successfully complete a 16-week Field Training Program. Employees will be on one-year probationary status from date of certification or date of hire if already certified.

MAINTAINING PHYSICAL CONDITIONING:

Police Officers should maintain a specified level of physical stamina and conditioning throughout their career. Annual tests may be conducted to determine and encourage each officer's level.

QUESTIONS?

If you have any questions not covered in this summary, call the Human Resources Office at (816) 969-1050 or the Public Information Unit at (816) 969-1707.

WHEN CAN I TEST AGAIN?

If you are not appointed from the list created by the test given, or if you are disqualified during any phase of the examination, you may be eligible to re-apply when future examinations are offered.

LEE'S SUMMIT POLICE DEPARTMENT

STUDY GUIDE FOR THE POLICE OFFICER WRITTEN EXAMINATION

INTRODUCTION:

This study guide is designed to help you obtain your maximum potential on the written police officer examination. You may improve your performance if you spend a fair amount of time preparing for the test. This includes studying this document to find out as much as possible about the test ahead of time, paying attention to your physical well-being before the test, trying to avoid becoming overly anxious about the test and using good test-taking strategy. Preparation in these areas can help you achieve your best possible score on the test. For optimal test results, read this study guide thoroughly and answer the sample test items. Make sure you read all directions carefully and each test question completely before answering.

OVERVIEW OF THE TESTING PROCESS:

ERGOMETRICS developed the FrontLine Video Testing System for Law Enforcement. It is designed to assess a person's abilities in the areas of situational judgment, unbiased enforcement, gaining cooperation, ethics, human interaction, handling authority, social maturity, observation and analysis, and responding calmly to provocation and frustrating situations.

It is a video based multiple choice test of fifty-four scenarios. You will see a typical situation that you could face on the job, observe the various elements present, analyze the situation and make a quick judgment about how to respond.

The test meets the American Psychological Association standards for a content valid test. It was developed in conjunction with hundreds of officers and administrators in three major law enforcement agencies. The content of the scenarios and the answers to each were developed by law enforcement professionals working with test development experts from Ergometrics. The video production was directed by test development experts from Ergometrics working on site with police subject matter specialists to ensure that every detail is accurate and realistic.

You will also be given a job related reading and writing test for law enforcement.

Therefore, the overall objective of the written examination is to identify candidates who have the necessary basic skills to perform the essential functions of a police officer's job and to perform successfully as a police officer.

The company that provides our written test offers a practice test to help you become familiar with the video based testing process. That information can be found at <https://ErgoPracticeTests.com> . There is a cost for the service and it is administered by the testing company, not the Police Department.

TEST PREPARATION:

The following suggestions should help you prepare yourself physically for the test.

1. Avoid junk food and concentrate on a well balanced diet for several days before the test.
2. Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
3. Get a good night's sleep before the test.
4. Do not drink a lot of liquids or eat a big meal before the test.
5. Avoid alcohol several days prior to and especially on the day of the test.

DESCRIPTION OF THE TEST:

Each section of the test is administered and timed separately. Answers are to be marked on a computer scantron answer sheet except for the written section. Specific instructions are provided at the beginning of each section. It is important to listen to all directions prior to the start of the test.

Because the test will be computer scored, it is important to follow the instructions below to insure your answers are read correctly:

1. Use only the #2 pencils which will be provided to you. Do not use ink.
2. Make black marks that completely fill the circle. Use the same writing pressure you would when writing a letter.
3. Erase completely any marks you wish to change.
4. Make no stray marks on the answer sheet. Scratch paper will be provided for the arithmetic portion of the test.
5. Be sure you mark only one answer for each question. If you mark more than one choice, it will be counted as incorrect, even if one of the answers is correct.
6. On the written portion of the test, be sure to print legibly.

TEST TAKING STRATEGY:

The following suggestions may improve your chances for success when taking the test:

1. On the day of testing, arrive early so that you can settle in, relax, and concentrate on the test you are about to take.
2. Listen carefully to all instructions. Do not read ahead because you may miss something important. If you do not hear or do not understand the directions, ask the administrator to repeat them. It is very important that you understand the directions before the test begins.
3. Attempt to answer every question on the test. There is no penalty for guessing; your score is based on the total number of correct answers.
4. Know the amount of time allotted for each section of the test so you can pace yourself. Try not to spend too much time on questions causing you problems.
5. Mark your answers as described in the test directions.
6. In order to be more successful, candidates with prior law enforcement experience or that are currently officers need to forget agency policies or how they have been trained to handle calls for service. This test is COMMON SENSE based. What is the right thing to do and how we should treat people.

FUNCTIONS OF A POLICE OFFICER

ESSENTIAL PATROL FUNCTIONS

Drive motor vehicle under non-emergency conditions
Search persons, vehicles and places
Respond to calls
Patrol assigned area in a vehicle
Transport prisoners
Drive motor vehicle under emergency circumstances
Warn offenders in lieu of arrest or citation
Check condition/status of assigned patrol equipment
Make checks of various types of premises
Check schools, playgrounds, parks, recreation centers
Assist elderly or disabled persons
Evacuate persons from dangerous area
Escort vehicles or persons
Patrol assigned area on foot

OTHER IMPORTANT PATROL FUNCTIONS

Administer first aid
Advise vehicle owners to remove abandoned vehicles
Conduct business and residence checks
Assist Animal Control and the Fire Department when requested

ESSENTIAL TRAFFIC FUNCTIONS

Enforce traffic and parking laws and ordinances
Investigate traffic accidents and aid the injured
Follow suspicious vehicles
Request emergency assistance for accident
Issue parking or traffic citations
Administer roadside sobriety test
Check vehicles for proper registration
Locate witnesses to accidents
Identify owner of vehicle involved in an accident
Assist stranded motorists
Issue citations for non-traffic offenses
Control, regulate & direct traffic, vehicular & pedestrian
Direct traffic using barriers, flares, hand signals
Arrange for obtaining blood/urine samples for sobriety test
Collect physical evidence from accident scenes
Remove hazards from the roadway

OTHER IMPORTANT TRAFFIC FUNCTIONS

Measure skid marks
Escort emergency vehicles
Plan traffic patrol tactics

ESSENTIAL ARREST FUNCTIONS

Handcuff suspects or prisoners
Conduct frisk and pat downs
Search for missing people
Make judgment re: probable cause for warrantless searches
Document chain of custody for evidence
Investigate complaints of drug law violations
Recover and inventory stolen property

Identify and apprehend offenders
Use deadly force when necessary
Advise persons of constitutional rights
Fire weapons on duty
Seize contraband
Pursue suspects on foot
Pursue suspects in vehicles

OTHER IMPORTANT ARREST/APPREHENSION FUNCTIONS

Participate in warrant services
Check individuals for wants and warrants

ESSENTIAL PHYSICAL FUNCTIONS

Maintain target practice skills
Encounter an armed suspect
Subdue and arrest a resisting/attacking individual
Clean and inspect weapons
Sit or stand for long periods of time
Recover weapon from suspect who gives it up voluntarily
Encounter resistance during an arrest or in an emergency
Walk up and down flights of stairs
Perform an evasive maneuver to recover weapon from suspect
Run fast for a short period of time to apprehend a suspect
Run a distance of under 50 yards
Jump down from elevated surfaces
Walk for long periods of time
Force entry into buildings
Pull self through openings
Climb through small openings (e.g., windows)
Crawl in confined areas (e.g., attics)

OTHER IMPORTANT PHYSICAL FUNCTIONS

Run for various periods of time
Lift, pick up and/or carry injured/deceased person
Drag injured/deceased person
Lift, pick up and /or carry heavy objects or equipment
Physically push large/heavy objects
Carry an unconscious person unassisted

ESSENTIAL INVESTIGATIVE FUNCTIONS

Investigate suspicious persons or vehicles
Collect and preserve evidence
Locate witnesses to crime
Secure accident, crime and disaster scenes
Transport property or evidence
Investigate accidents
Search crime scenes for physical evidence
Investigate crimes against persons and property
Search premises or property
Review information on criminal activity in the area
Diagram crime scene and accident scenes

Interrogate suspects
Check stolen status on property through computer network
Conduct surveillance of individuals/locations

OTHER IMPORTANT INVESTIGATIVE FUNCTIONS

Estimate value of stolen or recovered goods
Process crime scenes, fingerprints, accident scenes, etc.
Trace stolen goods
Examine dead bodies

ESSENTIAL COMMUNICATIONS FUNCTIONS

Talk with people to establish rapport
Provide accurate oral descriptions
Explain complaints to offenders, victims, witnesses
Interact and work with citizens
Mediate family disputes
Participate in meetings with other officers (shift briefing)
Comfort emotionally upset persons
Exchange information with other law enforcement officials
Conduct interviews
Advise victims, witnesses & offenders on legal procedures
Refer persons to agencies providing social services
Conduct parent/juvenile conferences

OTHER IMPORTANT COMMUNICATIONS FUNCTIONS

Contact lower level supervisors regarding problems
Contact higher level supervisors regarding problems
Make presentations to groups

ESSENTIAL COMMUNITY/PUBLIC RELATIONS FUNCTIONS

Must be able to work within the framework of the Department's Community Policing philosophy

ESSENTIAL COURT FUNCTIONS

Testify in cases or hearings
Read and review reports and notes for court testimony
Confer with prosecutors
Testify in criminal and civil court cases
Present evidence in legal proceedings

ESSENTIAL PLANNING/ORGANIZING FUNCTIONS

Perform special duties as assigned by superiors

ESSENTIAL PAPERWORK FUNCTIONS

Write reports
Write letters
Write memos
Do repetitive tasks
Know procedures to search & preserve crime scene
Work with little or no supervision
Maintain confidentiality in the performance of duties

OTHER IMPORTANT TRAINING FUNCTIONS

Training other personnel and new officers

ESSENTIAL ADMINISTRATIVE FUNCTIONS

Report to work on time and when scheduled
Place children in protective custody
Determine whether incidents are criminal or civil matters
Make judgments re-arrest/release of suspects/offenders
Deal with barricade/hostage situations

OTHER IMPORTANT ADMINISTRATIVE FUNCTIONS

Inform other units of major incidents
Serve subpoenas and search/arrest warrants
Serve ex-parte orders
Conduct or supervise searches of property
Request assistance from other agencies
Direct assisting officers or public service personnel
Dispatch personnel to secure information, make arrests, etc.
Organize surveillance of individuals and locations
Investigate accidents involving department vehicles

ESSENTIAL EQUIPMENT

Automobile Authorized weapon Flashlight
Handcuffs Capsicum Baton
Magazines with ammunition Fingerprint equipment

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Use good judgment in emergency situations
Speak clearly and concisely
Use tact and diplomacy in dealing with the public
Maintain control of emotions; keep feelings to self
Use reasoning to solve problems
Know city ordinances
Know radio procedures
Drive a car
Relate/explain information to others
Know rules, regulations & policies of the department
Work under stressful conditions
Know traffic laws
Know city geography
Use electronic police equip. (police radios/radar units)
Extract information from others
Adjust to changes in policies, procedures
Act on your own; take charge when needed
Manage time effectively
Determine priorities
Recall directions and details
Know state laws
Follow rules & obey orders without questioning authority
Know force tactics & ability to use force
Learn/understand new regulations to enforce them
Work in uncomfortable weather/temperature conditions

Counsel, support and be empathetic toward others
Know the criminal justice system
Read and understand legal terminology
Work amid noisy conditions
Know procedures for emergencies and unusual events

OTHER IMPORTANT KNOWLEDGE, SKILLS AND ABILITIES

Know federal laws
Work alone with little personal contact
Use computer equipment
Perform arithmetic calculations quickly and accurately
Reconstruct and analyze an accident