

HIRING PROCESS FOR POLICE OFFICER APPLICANTS

The following is an outline of the steps in the Hiring Process for the position of Probationary Police Officer. Each stage of the process must be successfully completed in order to be hired by the Killeen Police Department as a Probationary Police Officer. This process may last from 2 to 6 months based on academy start dates and hiring schedules.

Application Process

The first step in the process is a review of our Minimum Requirements for Police Officer. If you wish to be considered for employment with the Killeen Police Department, you must meet these requirements. If you have any questions about the requirements, contact us and we will assist you with any questions that you may have.

The City of Killeen Human Resources Department tests twice a year and administers a Civil Service Entrance Examination for Police Officers, we post the examination dates on our web site or you can inquire with Human Resources as to the projected test dates. You can complete a job interest card and Human Resources will contact you with the projected test dates.

The initial application is made with the City of Killeen Human Resources Department, the candidate must meet all minimum requirements and have no absolute disqualifiers. The candidate must also submit certain documents to Human Resources with the application. They will advise you on these documents when you make application.

Civil Service Examination

Candidates, once successfully completing the application process will be advised of the date and location of the Civil Service Examination. You will be given a document allowing you access to the test session. The City of Killeen Human Resources hosts a workshop prior to the test and will issue you a study guide to assist you in preparation for the test. Once you complete the examination, your test results will be posted in about a week or so. The test must be certified by the Killeen Civil Service Commission and the list is then forwarded to the Killeen Police Academy Training Center to begin the Hiring Process.

Physical Readiness/Fitness Standards for Applicants

The Killeen Police Department's Physical Readiness/Fitness Program has been designed to provide reasonable assurance that each sworn officer can perform the essential physical functions of the job of police officer, regardless of the rank, position or assignment held by that police officer, while enhancing the physical fitness and well being of individual officers and the department.

Law enforcement work requires a level of fitness. The performance of the most critical, essential job functions may be infrequent, but the consequence(s) of non-performance or improper performance can be staggering. The ability of each officer to perform those functions is affected by exercise, diet, tobacco usage, substance abuse prevention, stress management, and weight control. To help officers maintain

the level of fitness necessary to perform the essential functions of the job of police officer safely and effectively, it shall be the policy of this agency to provide a total physical readiness / fitness program.

You will be advised of the date, time and location of the Physical Readiness/Fitness Testing. A number of applicants will be advised of the fitness test dates based upon your ranking on the Civil Service Examination and number of applicants to be processed for the positions available. If the original number of applicants is not sufficient, additional applicants will be processed for this phase. You must have successfully completed the prior phases in order to be able to participate.

The Physical Readiness/Fitness Test may be preceded by other tests as prescribed by the Academy Training Center, but will be on the same day of your Physical Readiness/Fitness Testing. The following information describes the physical tasks you will be required to perform for the Killeen Police Department Physical Readiness/Fitness.

The Killeen Police Department's Physical Readiness/Fitness Manual is available for viewing and downloading from our support page and is an excellent resource for your test preparation.

The following suggestions should help you prepare yourself physically for the Obstacle Course:

- Avoid junk food and concentrate on a well balanced diet for several days prior to the test.
- Avoid tranquilizers and stimulants such as coffee, sodas or anything that contains caffeine, especially on the day of the test.
- Avoid alcohol several days prior to the test and especially on the day of the test.
- Get good nights sleep before the test.
- Do not drink a lot of liquids or eat a big meal before the test. Review your test start time and eat accordingly prior to testing, you can bring a snack to help sustain your energy levels.
- Staying hydrated is important, especially during the hot months. Be sure to drink plenty of water several days prior to the test and in moderation during the day of the test.
- Don't become overly anxious about the test. Outside sources of stress should be avoided best as possible prior to the test.

On the day of the test, all candidates are encouraged to wear athletic style clothing. If should not constrict movement or impair performance. Running shoes with adequate support are recommended.

Physical Readiness Battery Assessment Program for Applicants and Recruits (Policy)

Applicants hired after February 1, 2008, in addition to the PAR-Q, will be required to submit a medical clearance form signed by their physician prior to testing. The form will state the purpose of the testing, the tests to be used, the physical demands of the test and a statement for the physician to sign attesting that he does not know of any contraindications to the individual taking the fitness tests. This protocol complies with both the ACSM standard of ordinary care and the Americans with Disabilities Act requirements. This form can be viewed and downloaded from our support page.

- Applicants will be required to sign an informed consent form prior to participating in the testing. The form shall be signed in ink with a witness present. This form can be viewed and downloaded from our support page.
- Applicants who fail the assessment will be allowed to retest not sooner than 48 hours after the first test, redoing just those events failed. Only one retest will be allowed for applicants.
- Applicants will not be offered the Job Task Simulation Test Scenarios.
- Recruits in the second BPOC in 2008 will be tested approximately half way through the BPOC and again at the completion of the BPOC.
- Applicants and recruits must pass the standards set 10% below the specificity standards used for incumbents. Upon the completion of the BPOC, the recruit must pass the standards based upon maximizing specificity.
- Licensed officers who are hired during the process for the second BPOC in 2008, and do not require attendance in the BPOC, will be required to meet the same specificity standards as a recruit in the BPOC.

TESTING SEQUENCE

All applicants must remain in the same order for all tests. For the physical readiness testing, everyone completes a given test before the group moves to the next test. The minimum standards for applicants are in parentheses after each event. Upon the completion of the BPOC, the recruit must pass the standards based upon maximizing specificity (the score to the left of the applicant score).

TIME	EVENT
5 minutes	Briefing on testing process and warm up 1. Vertical jump
3 minutes	Warm up activities and briefing on test 2. Illinois agility run
10 minutes	Rest and briefing on test 3. 300 meter run
10 minutes	Rest and briefing on test 4. Push up

	30 minutes
30 minutes	Rest and briefing on 1.5 mile run test
2 minutes	Warm up5. 1.5 mile run
5 minutes	Cool down

PHYSICAL READINESS/FITNESS TEST DESCRIPTIONS

Vertical jump

The first event is the vertical jump, a measure of lower body explosive power. It is an important area for pursuit tasks that require jumping and vaulting.

Stand under the test apparatus, and reach up as high as you can pushing the tabs to the side. Take one step back with either foot. Then step forward, and jump, reaching as high as possible, and hit the remaining tabs or you may jump from both feet without taking a step. Your score is the difference between your standing and jumping reach, and will be recorded to the nearest half inch. You will have three attempts for this event. Watch this demonstration. Are there any questions?

Equipment

- Vertec, vertical jump testing apparatus

Procedural tasks

1. Subject stands with one side toward the wall and reaches up as high as possible to mark his/her standing reach.
2. Subject steps back with either foot, steps forward then jumps as high as possible and hits the tab(marks the spot on the wall above his/her standing reach mark) OR a subject may jump with both feet and not take a step
3. Score is the inches to the nearest 1/2 inch.
4. The best of three (3) trials is the score.

PASSING SCORE: 16.0 inches (Applicants: 14.5 inches)

Illinois agility run

The 2nd event is the Illinois Agility Run, a measure of coordinated movement and speed. It is an important area for performing tasks requiring quick movements around obstacles.

You will start in the prone position with the tips of your fingers behind the starting line. The body may cross the starting line. When the instructor says, "GO" stand up and sprint to the other line (point to line 30 feet away), place one foot over the line, and sprint back to the starting line. Make a left turn around the first cone, and then zigzag in a figure eight fashion around the four cones and back to the start line. Turn around the first cone, and sprint to other line and back one more time. The clock will stop when any part of your body crosses the finish line. Your score is the time it takes to complete the run, and will be recorded to the tenth of a second. If you knock over a cone, miss a turn, or fail to touch the line when turning, the instructor will stop you and return you to end of the line for a restart. You will have two trials for this event. Watch this demonstration. Are there any questions?

Equipment

- Marked course of 30 feet, with four cones spaced 10 feet apart in a line.
- Stop watch

Procedural tasks

- a. Subject lies on the ground with fingertips behind the start line.
- b. At the "GO" subject gets up, sprints to the far line 30 feet away, places one foot over the line then sprints back to the start line.
- c. Subject makes left turn around the first cone then zig zags in a figure eight fashion around the four cones and back to the start line.
- d. Subject then sprints up and back as described in (b).
- e. Score is time in seconds and tenths.
- f. Allow one slow walk through and two trials. Score is the faster time.

PASSING SCORE: 19.6 seconds (Applicants: 21.5 seconds)

300 meter run

The 3rd event is the 300 meter run. A measure of anaerobic capacity. This is important area for performing short intense burst of effort such as in pursuit tasks. The score is the time it takes to complete a 300 meter course.

You will start here (point out starting line) and at the command "GO" run as fast as possible to the end of the course (point to finish line). You must complete the run without help. Are there any questions?

Equipment:

- Marked course of 300 meters (328 yards or 984 feet.). On a 440 yard track the 300 meter line would be 112 yards (336 ft.) from the finish line.

- Stop watch

Procedural tasks:

1. Spend five minutes warming up.
2. At "GO" subject runs the 300 meter course as fast as possible.
3. Time to complete the course is recorded.

PASSING SCORE: 74.0 seconds (Applicants: 81 seconds)

Maximum Push-up Test

The 4th event is the maximum push up, a measure of the muscular endurance and strength of the upper body (chest, shoulders, and triceps). This is an important area for tasks involving use of force, lifting, carrying, and pushing.

Looking straight ahead, assume the front-leaning rest position by placing your hands on the floor surface just outside a straight line down from the shoulders. The back, buttocks, and legs must be in a generally straight line from the head to the heels. The feet should be up to 12 inches apart. When the instructor says "GO", lower your body by bending the elbows until the tops of the upper arms, shoulders, and lower back are aligned and parallel to the ground. Return to the starting position by soft-locking your elbows. This constitutes one repetition. If you do not keep your body relatively straight, arch your back, or lock out your elbows, you will receive a warning. For any subsequent violation, the repetition will not count. There is no time limit. Do as many correct repetitions as possible. Your score is the number of correct push-ups. Watch this demonstration. Are there any questions?

Procedural tasks:

1. The subject starts in the front leaning rest position. Hands are slightly more than shoulder width apart; feet are 12" apart or less.
2. The subject lowers self until the upper arms are parallel to the ground, then pushes up again.
3. The back must be kept straight throughout the exercise.
4. There is no time limit.

PASSING SCORE: 21 (Applicants: 18)

1.5 Mile run

The 5th event is the 1.5 mile run, a measure of your cardiovascular endurance or aerobic power. This area is important for running pursuits and use of force situations lasting more than 2 minutes. It should be run at a consistent pace.

You will line up behind the starting line. At the command "GO" start running at a sub maximal pace. To complete the run, you will (describe the course, i.e., the number of laps if run on a track, or the turn around point if run on an out and back course.) Your goal is to complete the 1.5 miles in as fast a time as you can. As you complete each lap your time and number of laps to go will be announced. You may

walk, but try to keep running for the entire distance. You may run alongside another runner for help with the pace, but you may not physically assist or be assisted by another runner. After the run do not sit down or stand still but walk slowly for a lap. Are there any questions?

Equipment

- Track or marked level course
- Stop watch
- Numbered vests if available

Procedural tasks:

1. Have subjects warm up.
2. Subjects should be instructed to cover the distance as fast as possible.
3. At the command "GO" time is started.
4. Score is time to run the course.
5. A cool down is required after running.

PASSING SCORE: 18.48 minutes (Applicants: 20.40 minutes)

Conditional Offer of Employment

If the candidate has successfully passed their Physical Ability Test, a representative of the Academy Training Center will make a Conditional Offer of Employment to the candidate. The offer is made based upon the successful completion of the following tests and positions available for Probationary Police Officer.

Personal History Statement

Candidates will be given a Personal History Statement upon the successful completion of the Agility Course. This packet is designed to gather the required information we will need in order to conduct a comprehensive and thorough background as required by the commission. The PHS must contain truthful and complete responses. "NA" must be written in each blank that does not apply to you and the form must be completed in your own handwriting using black ink. The Academy Training Center will advise you of a deadline for returning the PHS, please meet the deadline in order to proceed to the next phase. If you have special circumstances, let us know so that we may assist you if possible in order to meet the deadline. The Personal History Statement may also be downloaded from our on-line support page.

Background Investigation

The next step is a thorough, comprehensive background investigation that will be conducted by the Academy Training Center to establish evidence of good moral character and verification of information submitted in your Personal History Statement. Your references will be notified, as well as past and current employers. Credit history will be reviewed as well as a criminal history check. Evidence of

absolute disqualifiers will be reviewed in this phase again. These are just some of the items we will investigate during this phase. You must pass this examination in order to proceed to the next phase.

Oral Interview Board

The candidate will be notified to appear before an Oral Interview Board if they have successfully passed their Background Investigation. A five-member panel consisting of Killeen Police Officers will interview candidates. The board will cover information learned about the candidate during the previous phases of the process. Situational reasoning questions will be presented to each candidate and the candidate will be asked questions designed to demonstrate certain knowledge, skills and abilities considered basic to effective performance as a police officer. You must pass this examination in order to proceed to the next phase.

Polygraph

The polygraph examiner will develop your examination based upon your Personal History Statement, Background Investigators Report and other documents. The questions may cover areas from drug use to integrity. The questions may also focus on the disqualifiers used by the Killeen Police Department. While we don't expect you to be perfect, we do expect you to be honest. One intentional lie could mean your permanent disqualification from the Killeen Police Department. You must pass this examination in order to proceed to the next phase.

Medical Examination

A medical assessment by a physician will be scheduled by Human Resources, you must successfully pass this phase in order to proceed to the next step.

Psychological Examination

Applicants will receive a psychological assessment scheduled by the Academy Training Center. You must pass this phase in order to complete the requirements of the conditional offer.

Disqualification of Applicant

According to the Killeen Police Department General Order (A115 Police Officer Selection Process) applicants who have been disqualified during the hiring process may reapply for a position with the Killeen Police Department based on the following criteria:

- Failing to supply all the necessary documents within the specified time limits, failing to keep all scheduled appointments, failing to fully cooperate with the background investigation, failing to provide added personal information as needed or failing to update changes within ten (10) days of the change will disqualify an applicant from the hiring process for a minimum of six (6) months from the date the application is due.

- Making a false statement of fact, being deceptive by statement or omission in the Personal History Statement or by any means in any part of the hiring process, will disqualify an applicant from the hiring process for a minimum of two (2) years from the date the application is due.
- Making false statements, falsely swearing to statements or in any other manner falsifying testimony in any official matter or in any significant business transaction will permanently disqualify the applicants from the hiring process.
- Refusal to submit to a polygraph will permanently disqualify the applicant from the hiring process.
- Applicants who failed the interview board or the agility test may reapply for a position with the Killeen Police Department at the next hiring cycle.

Probationary Police Officers who resign or are terminated from the Killeen Police Academy or the Field Training Program due to lack of proficiency in an academic or skills area will be disqualified from the hiring process for two (2) years from the date of resignation or termination.

Probationary Police Officers who voluntarily resign from the Killeen Police Academy or the Field Training Program due to personal reasons will be disqualified from the hiring process for one (1) year from the date of resignation. Personnel may appeal disqualification time periods through the office of Chief of Police who will review the circumstances on a case-by-case basis.

For more information regarding employment as a Police Officer with the Killeen Police Department, please contact the Personnel Resource Officer:

Officer K. Harris

kpdrecruiting@killeentexas.gov

Personnel Resource Officer

Phone: (254) 200-7933