



## Police Department Selection Process Overview

The selection process for the Community Service Officer position involves multiple steps and can take several weeks to complete. You are being provided with an overview of the process so you know what to expect once you apply for this position. As you go through the process, additional information will be provided during each step.

Activity	Description
<p align="center"><b>Application Review and Notification</b></p>	<p>Applications are reviewed; email invitation to test sent to those who meet the requirements for the position</p>
<p align="center"><b>Written Test</b></p>	<p>The written test is generally administered on a Saturday and is scheduled once. The test date is included in the posting for planning purposes.</p> <p>The written test, designed for prospective Police Department personnel by a testing agency; i.e., IPMA (International Personnel Management Association), takes approximately 2 hours. There is a reading portion in which Police related information is reviewed followed by a multiple choice portion; part of which relates to what was read. There is not specific way to prepare for the test except to be well rested on the day of the test.</p> <p>Typically the candidates with the top 40 scores will proceed to the next step – the physical agility test.</p>
<p align="center"><b>Physical Ability Test</b></p>	<p>The physical ability test is administered the afternoon following the written test.</p> <p>The Oregon Physical Abilities Test (ORPAT) is designed to evaluate candidates on essential physical capacities required to satisfactorily perform job duties.</p> <p><b>Please go to the following site for a description of this test:</b>  <a href="http://www.oregon.gov/DPSST/AT/ORPAT.shtml">http://www.oregon.gov/DPSST/AT/ORPAT.shtml</a></p>

<p style="text-align: center;"><b>Oral Boards</b></p>	<p>Oral Boards are interviews and can include role plays and other exercises. The Oral Boards are typically scheduled for Sunday and Monday following the written and physical tests. Dates and times for the interviews are scheduled once the candidates successfully complete the POPAT. Candidates with special scheduling needs (out of area or out of state) can usually be scheduled for a specific time or day.</p> <p>Top candidates will be placed on a hiring list that is used to fill current position(s) and near term future positions.</p>
<p style="text-align: center;"><b>Personal History Statement</b></p>	<p>Top candidates complete a “Personal History Statement”. This questionnaire covers all aspects of the candidate’s life such as family, friends and acquaintances, educational history, financial history, legal history, driving record up to and including drug usage. The information in the completed questionnaire is used in the background investigation.</p> <p><b>For more information about this form go to page 6 below.</b></p>
<p style="text-align: center;"><b>Background Investigation</b></p>	<p>A thorough background investigation is conducted for top candidate(s). The background investigation looks at non-medical background and includes reference checks. The background investigator reviews the Personal History Statement with the candidate to clarify the information provided. The investigator also interviews people who have knowledge of the applicant.</p> <p>The background investigation can take several weeks to complete; it is the most time consuming and labor intensive portion of the selection process.</p>
<p style="text-align: center;"><b>Conditional Job Offer</b></p>	<p>After a successful background investigation, a conditional job offer is made to the top candidate(s). The job offer is conditional based on successfully completing psychological and physical exams.</p>

<p>Psychological Exam</p>	<p>Psychological testing to determine the fitness for duty of an employee must balance the needs of the public, the Department and the employee. The safety of the public is the overriding concern.</p> <p>Psychological testing involves completion of a written questionnaire and a visit with the psychologist. It is conducted by licensed psychological practitioners using validated methodology. The doctor reports the results of the examination to the Chief of Police and the employee. These results indicate only: that the employee is or is not fit for full duty</p>
<p><b>Physical Exam</b></p>	<p>The physical exam is the last step in the process. The candidate must meet minimum physical requirements as determined by a physician including requirements pertaining to color discrimination, uncorrected visual acuity and hearing. Please refer to the Classification Specification for more details.</p>
<p><b>Job Offer</b></p>	<p>A final job offer is made.</p>

## THE PERSONAL HISTORY QUESTIONNAIRE

The background investigation includes completion of a “Personal History Statement” form.

Because this form requires that you provide detailed information about a number of topics, you are being provided with an overview of what you can expect for preparation purposes.

### Required documents:

<ul style="list-style-type: none"><li>• Certified or notarized copy of Birth Certificate or Naturalization Document</li></ul>	<ul style="list-style-type: none"><li>• Copy of high school transcript, diploma or equivalent G.E.D. certificate</li></ul>
<ul style="list-style-type: none"><li>• Official college transcript for each college or university attended and a copy of any degrees</li></ul>	<ul style="list-style-type: none"><li>• Copy of proof of current automobile liability insurance</li></ul>
<ul style="list-style-type: none"><li>• Copy of Selective Service Registration Letter or D.D. 214, if applicable</li></ul>	<ul style="list-style-type: none"><li>• Photocopies of driver’s license and Social Security card</li></ul>
<ul style="list-style-type: none"><li>• Copy of any final divorce decrees</li></ul>	<ul style="list-style-type: none"><li>• A current copy of your credit report</li></ul>

You will be asked to provide names, addresses and other contact information for

- relatives, references and acquaintances
- education institutions
- residences
- employment history (full time, part time, volunteer)

Additionally, you will be asked to answer questions and provide detailed information about the following areas:

- military background (as applicable)
- financial history and status
- legal including civil and criminal proceedings
- motor vehicle operation including driving history
- general topics related to such issues as physical and mental health as well as other topics, such as controlled substance and alcohol use, not previously covered