

Sacramento Police Department Hiring Process



Expectations

An *ideal* officer

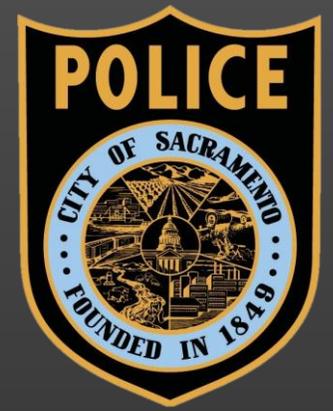
What are the attributes of the perfect officer working in *your* neighborhood? Who would you want responding to *your* family's calls for service?

- Honest
- Integrity
- Knowledgeable
- Adaptable
- Physically fit
- Empathetic
- Aware and engaged*
- Attention to detail
- Trustworthy
- Presentable
- Fair
- Good listener
- Good communicator
- Ownership*
- Respectful
- Understanding
- Driven
- Committed to the community*
- In control
- Mature
- Sincere
- Resilient
- Professional*
- Self aware
- Pride
- Example
- Protector*

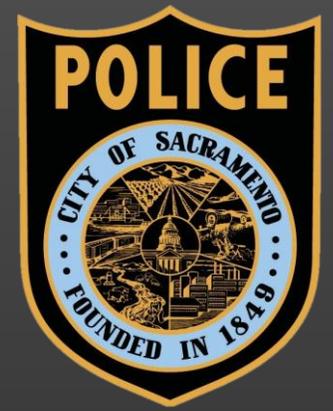
No one is perfect...The Sacramento Police Department's main hiring goal is to have community oriented, honest officers with high moral character. Life experience is good/welcomed/expected!

Expectations

What can you do to make yourself the best candidate possible?



- Learn about the Department and the City
 - www.sacpd.org
 - www.cityofsacramento.org
- Evaluate the Department
 - This is a CAREER not a job
 - Go on a Ride -Along
 - Speak with Officers
- Start a physical fitness program
 - [#SacPDStrong Bootcamp](#)
- Follow current events
 - News
 - Attend City Council Meetings
- Social Media
 - Facebook
 - Sacramento Police Department
 - Sub-Group "Join #SacPD"
 - Instagram
 - [@sacpd_recruiting](#)
 - [@sacpolice](#)
 - [@chief_daniel_hahn](#)
 - Twitter
 - [@SacPolice](#)



Hiring Timeline

- Hiring Process Total (4-8 months)
 - Application (1 month max)
 - Written exam (3 weeks)
 - Pre-Screen questionnaire (2 weeks)
 - PAT/Oral assessment/PEQ-Essay (2-4 weeks)
 - Background investigation (1-4 months)
 - Polygraph (during background)
 - Hiring interviews (2-3 weeks)
 - Medical and psychological testing (1 week)

Application



- Continuous job posting broken into testing groups
- Online application (through www.sacpd.org)
 - Will take you to www.governmentjobs.com
- **POLICE RECRUIT** is the position to apply for
- Read the instructions!!!!!!!

Police Recruit

Salary: \$43,741.78 - \$50,636.56 Annually
Location: Sacramento, CA
Job Type: Limited Term / Benefit Qualified
Department: Police
Job Number: 009123-19-5
Closing: 6/30/2019 11:59 PM Pacific

DESCRIPTION

THE POSITION

Applications submitted for this position will be considered for:
Police Officer OR Community Service Officer (Limited-Term)

Please Note: a candidate must successfully pass a thorough background investigation, including a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and a drug use history to be considered for this position.

DEFINITION

Under close supervision working developmental assignments and preparing for nomination to the police academy, Police Recruits participate in basic law enforcement training, gain an understanding of police procedures, law enforcement techniques, and first aid, acquire physical and emotional skills needed to successfully complete the police academy and may perform non-sworn, non-hazardous duties in support of a variety of police operations.

DISTINGUISHING CHARACTERISTICS

The Police Recruit is a non-career developmental classification used to prepare potential Police Officer candidates. Incumbents undergo a formal, comprehensive training program to prepare for performing non-sworn, non-hazardous duties in support of police operations. Incumbents are expected to attend college level courses in order to eventually satisfy the minimum qualification requirements of the Police Officer classification.

Police Recruit is distinguished from the Police Cadet classification in that the latter has the same qualification standards as Police Officer and obtains police authority upon graduation from the Academy while the latter is used to recruit and train individuals who are working to satisfy the minimum age and educational qualification standards of the Police Officer classification.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by higher-level sworn or civilian personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

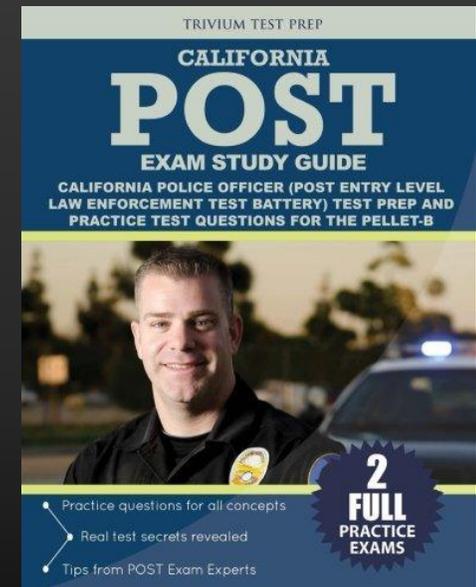
TYPICAL DUTIES

- Learn and apply knowledge of the Sacramento Police Department's organization, chain of command, and rules and regulations.
- Learn, identify and emulate principles and techniques that promote community service, crime prevention, and appropriate behavior.
- Learn and apply knowledge of enforcement and procedural aspects of criminal law and the legal obligations inherent in the position.

Post Exam



- Post Entry Level Law Enforcement Test Battery (PELLETB)
 - T-Score- **45+** for Sac PD
 - Spelling
 - Vocabulary
 - Reading Comprehension
 - CLOZE
- Resources
 - P.O.S.T. preparation guide is available **ONLINE** at:
 - <http://lib.post.ca.gov/Publications/poWrittenPracticeTest.pdf>
 - Or....Google "POST PELLETB Practice"
 - Free and paid tutoring at:
 - <https://policetesttutors.com/>
 - PELLETB Work Shops (when available)



Already taken the PELLETB?

TEST PREPARATION - The PELLETB for California Peace Officer preparation guide is available **ONLINE** at <http://lib.post.ca.gov/Publications/poWrittenPracticeTest.pdf> (Download PDF reader)

TEST EXEMPTION - If you have previously taken the PELLETB with another law enforcement agency *within two years of the final filing date* and earned a T-Score of *45 or higher* you may be considered exempt from the PELLETB. *To receive consideration for exemption, submit a valid and legible copy of your T-Score letter to the City of Sacramento Human Resources Department* using one of the following methods:

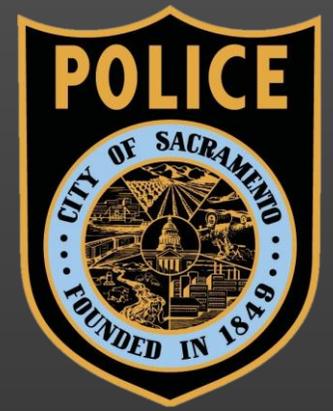
- **Attach** your valid T-Score letter to your online application;
- **Fax** it to (916) 596-1556, Subject: Police Recruit
- **Email** it to employment@cityofsacramento.org and include "Police Recruit" in the Subject Line.

Per P.O.S.T. regulation:

- *The T-Score letter must be issued on AGENCY LETTERHEAD and must include the score section breakdown (Written, Reading and Total T-Score).*
- *You cannot re-take the PELLETB in less than 30 days.*
- *The written test for Correctional Officer or Probation Officer are not equivalent to the PELLETB and are therefore not eligible for consideration from test exemption.*

Per City of Sacramento Human Resources Department requirement:

- *The test date must be clearly visible on the T-Score letter* to receive consideration for test exemption.
- The T-Score letter must be a *legible, clear copy.*



Once you pass the PELLETB...

- Pre-Screen Questionnaire (emailed from Backgrounds Unit)
 - Check JUNK mail and SPAM folders
 - May get screened out and then letter of "non-select"

OR.....move on to the next step....

- Backgrounds will email the following to fill out and bring with you to the day of PAT/PEQ/Oral Assessment
 - Personal History Statement (Google "POST Personal History Statement")
 - In-depth personal questions
 - Be thorough
 - Waivers
- PAT/PEQ/Oral Assessment
 - Pre-Employment Questionnaire/Essay
 - Physical Agility Test
 - Oral Interview

• **DO NOT LIE OR OMIT INFORMATION!!!!!!**

Interview Basics



- Interview Attire

- Men

- Suit-Black, Grey, Navy
 - Matching pants and jacket
 - Neutral color button-up shirt
 - PRESSED/IRONED!
 - Dress shoes
 - Belt and tie
 - Hair-well groomed

- Women

- Suit-Black, Grey, Navy
 - Can be pants or skirt (knee-length +)
 - Neutral color blouse
 - PRESSED/IRONED!
 - Shoes
 - Basic pump-dark colored
 - Closed-toe/closed heel
 - Hair-conservative-well groomed
 - Jewelry-minimal





Interview Basics

- Timeliness
 - 15 minutes early
- Personality
 - Eye contact
 - Handshake
 - Be personable
- Addressing people appropriately
 - Rank
 - Sir / Ma'am
- Be yourself
- Practice
 - Mirror
 - Friends/mentors

Clean Shaven Trimmec Haircut Warm Smile

Formal Dress

Firm Handshake

Good Posture



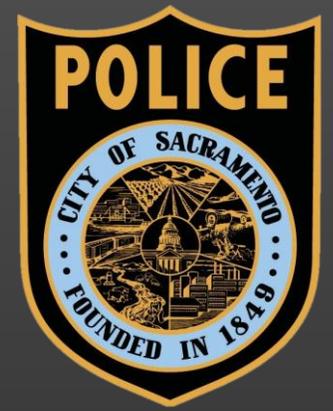
CONFIDENCE

Background Investigation



- A thorough investigation of your private life
 - Pre Employment Questionnaire & Personal History Statement
- Everything is considered on a case by case basis
- **DO NOT LIE or omit information**
- **Lying will automatically disqualify you**
- Time and distance can mitigate negative aspects of a background
- Based upon documents, references and dimensions prescribed by P.O.S.T.





Ten Dimensions

- **MORAL CHARACTER**
 1. Integrity
 2. Impulse Control/Attention to Safety
 3. Substance Abuse and Other Risk-Taking Behavior
- **HANDLING STRESS AND ADVERSITY**
 4. Stress Tolerance
 5. Confronting and Overcoming Problems, Obstacles and Adversity
- **WORK HABITS**
 6. Conscientiousness
- **INTERACTIONS WITH OTHERS**
 7. Interpersonal Skills
- **INTELLECTUALLY BASED ABILITIES**
 8. Decision Making and Judgement
 9. Learning Ability
 10. Communication Skills

Polygraph

- Polygrapher wants you to pass, this is not an interrogation
- They will explain the test
- You control the success of the test
 - Used as truth verification for background info
 - **Minimizing and omission=lying**
- Nervousness is expected and will not affect the test
- **Cheating/attempting to beat=failing**





Medical / Psychological Exam

- A doctor will perform the medical examination
 - Hearing
 - Vision
 - Health
- A psychologist will perform the psychological exam



Academy (PAID)



- 24 weeks, 942 hours
- Academy starts at 0600
- Rigorous Training
 - Physical Training
 - Report Writing
 - Scenarios
 - Classroom
 - Emergency Vehicle Operations – EVOC
 - Range
 - Arrest, Control, and Baton – ACB
 - Testing
- High Stress Environment





Physical Fitness

- Body weight training benefits
 - Free
 - Versatile-many different variations
 - Can be done anywhere
 - Improves movement, relative strength and reactive strength
- 5 most common/best body weight exercises
 - Push-ups
 - Air squats
 - Pull-ups
 - Burpees
 - Lunges

Physical Agility Test



CANDIDATES SHOULD BE IN GOOD PHYSICAL CONDITION PRIOR TO TAKING THIS PHYSICAL AGILITY TEST. ATHLETIC CLOTHING SHOULD BE WORN.

- **BODY DRAG**
 - The candidate will be required to lift a 165 lb. Life-like dummy and drag the dummy 32 feet as rapidly as possible. Timing will start after the candidate has lifted the dummy and the dummy's feet cross the start line. Timing will end when the dummy's feet cross the finish line. (Two Trials)
- **OBSTACLE COURSE**
 - As rapidly as possible, the candidate will run 99 yards going around, over and between minor obstacles. There will be 6"x 6" curbs and a 34" high sawhorse, which may be cleared by climbing, jumping or vaulting. (Two Trials)
- **CHAIN LINK FENCE CLIMB**
 - The candidate will run five yards to and then scale a six-foot chain link fence as rapidly as possible and then run an additional 25 yards. The candidate may scale the fence by any method, but may not use any of the side fence supports. (Two Trials)
- **SOLID FENCE CLIMB**
 - The candidate will run five yards and then scale a six-foot solid wood fence as rapidly as possible and then run an additional 25 yards. The candidate may scale the fence by any method, but may not use any of the side fence supports. (Two Trials)
- **500-YARD RUN**
 - The candidate will run 500 yards as rapidly as possible on a standard track. (One trial)

Physical Agility Test



CA POST WORK SAMPLE TEST BATTERY

32 Foot 165 Pound Body Drag		99 Yard Obstacle Course		6 Foot Chain-Link Fence Climb		6 Foot Solid Fence Climb		500 Yard Run	
Seconds/Points		Seconds/Points		Seconds/Points		Seconds/Points		Seconds/Points	
2.7	61	14.0	248	5.5	104	6.4	190	54.3	50
3.0	60	14.7	239	5.9	100	7.0	181	60.2	48
3.4	59	15.3	231	6.3	95	7.6	173	66.1	46
4.3	57	16.1	221	6.7	91	8.2	164	72.0	44
5.1	55	16.8	212	7.1	87	8.8	156	74.9	43
6.0	53	17.4	205	7.5	83	9.4	147	80.8	41
6.4	52	18.0	197	7.9	78	10.0	138	83.7	40
7.6	49	19.5	178	8.3	74	10.6	130	92.6	37
8.5	47	20.1	170	8.7	70	11.2	121	95.5	36
9.3	45	20.7	163	9.1	65	11.8	113	98.4	35
10.8	42	21.4	154	9.5	61	12.4	104	101.4	34
11.0	41	22.1	145	9.9	57	13.0	96	104.3	33
11.4	40	22.8	136	10.3	52	13.6	87	107.3	32
12.2	38	23.5	128	10.7	48	14.2	78	113.2	30
13.1	36	24.1	120	11.1	44	14.8	70	120.5	28
14.3	33	24.8	111	11.5	40	15.4	61	122.0	27
15.2	31	25.2	106	11.9	35	16.0	53	124.9	26
16.0	29	26.2	93	12.3	31	16.6	44	127.9	25
16.8	27	26.8	86	12.7	27	17.2	36	133.7	23
17.7	25	27.5	77	13.1	22	17.8	27	139.6	21
18.5	23	28.2	68	13.5	18	18.4	18	145.5	19
19.8	20	28.9	59	13.9	14	19.0	10	151.4	17
21.0	17	29.5	52	14.3	10	19.6	1	157.3	15
21.8	15	30.2	43	14.7	5	20.2	0	163.1	13
Minimum Passing Score: 384 Points									