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](http://www.sacpd.org)
  - [www.cityofsacramento.org](http://www.cityofsacramento.org)

- Evaluate the Department
  - This is a CAREER not a job
  - Go on a Ride-Alone
  - 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!!!!!!
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](http://lib.post.ca.gov/Publications/poWrittenPracticeTest.pdf)
    • Or....Google “POST PELLETB Practice”
  • Free and paid tutoring at:
    • [https://policetesttutors.com/](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
    - PRESSSED/IRONED!
    - Dress shoes
    - Belt and tie
    - Hair-well groomed
  - Women
    - Suit-Black, Grey, Navy
      - Can be pants or skirt (knee-length+)
    - Neutral color blouse
    - PRESSSED/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  Trimmed 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

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<th>32 Foot</th>
<th>165 Pound Body Drag</th>
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**Minimum Passing Score: 384 Points**