

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 the 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 at Csdirector@killeentexas.gov as to the projected test dates. Additionally, you can email our recruiter at kpdrecruiting@killeentexas.gov for testing updates and questions.

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. The Killeen Police Department posts a link to the Police Officer Civil Service Exam Study Guide on the Police Department's website at KilleenPD.com. 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. Applicants will be notified upon completion of the Civil Service Exam if they have passed. On the same day as the Civil Service Exam, Applicants that pass the Civil Service Exam will then complete the physical readiness/fitness test.

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 wellbeing 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.

The physical fitness test will be the same day as the Civil Service Exam. You will be advised of the start time, and location of the Physical Readiness/Fitness Testing. You must have successfully passed the Civil Service Exam to be able to participate.

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

- 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 night's 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. It 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 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.

PHYSICAL READINESS/FITNESS TEST DESCRIPTIONS

1-Mile Run

PASSING SCORE: 11:40 or less

500-Meter Row

PASSING SCORE: 2:27 or less for females, 2:08 or less for males

Passing the Physical Ability Test

If the candidate has successfully passed their Physical Ability Test, a representative of the Academy Training Center will give further instructions on the next process.

Personal History Statement

Candidates will be given a Personal History Statement to complete during the application process. 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. 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 the interview board 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.

Conditional Offer of Employment

A representative from Human Resources will make a Conditional Offer of Employment to the candidate. The offer is made based upon the successful completion of the above requirements and based on open positions available for Probationary Police Officer.

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 link followed by a psychologist evaluation and will be 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.