



POLICE APPLICANT TESTING AND HIRING PROCEDURES

Thank you for your interest in becoming a member of the Warner Robins Police Department. All police officer applicants must be 21 years of age by the completion of the field training program.

***The next Physical Agility Test and Written Assessment Exam date is
Friday, January 6, 2012.***

Listed below is the pre-employment process for consideration as an entry-level police officer. Successful completion of each step is required before continuing to the next. Please read and review this entire package.

➤ **POLICE APPLICANT STANDARDS**

Applicants for the position of Police Officer must meet the WRPD minimum standards. Please see the attached list.

➤ **COMPASS EXAM**

The Peace Officer Standards and Training Council (POST) requires successful completion of one of the following exams prior to attending Police Basic Mandate Training.

**Compass
Asset**

**SAT
CPE**

ACT

The Compass Exam may be taken at any Georgia technical college (see attached information on local technical college). **Any fees charged by the college are the responsibility of the applicant.** *Note: Testing fees will be reimbursed to applicants who successfully complete the hiring process; retain your receipt for this purpose.*

Once completed, bring the test results to Human Resources, City Hall, 700 Watson Blvd, Room 209, Warner Robins, GA 31093.

Applicants, who successfully complete one of the above exams with at least the minimum scores required by Georgia POST, will be eligible to continue to the next step in the hiring process.

Applicants who do not pass the Compass Exam will be eligible to re-take this test after six-months.

➤ **POLICE DEPARTMENT WAIVER**

Applicants for the position of Police Officer, who have produced the qualifying scores on one of the above exams, must complete, read and sign a two (2) page "Police Department Waiver and Release of Claim". Applicants must present photo identification in order to receive the "Police Department Waiver and Release of Claim" from Human Resources, City Hall, 700 Watson Blvd, Room 209, Warner Robins, GA 31093. This "Police Department Waiver and Release of Claim" must be completed prior to taking the Physical Agility Test.

➤ **PHYSICAL AGILITY TEST**

One of the above exams must be completed and the results submitted to Human Resources and the "Police Department Waiver and Release of Claim" must be completed before you will be allowed to take the Physical Agility Test.

This is a timed test containing a series of practical physical movements and challenges that a police officer would experience during the performance of their duties. Please wear clothes that are appropriate for running and climbing, we recommend running shoes. Applicants may practice the physical agility test prior to the test date by **making an appointment** through the Training Division at (478) 929-7252. On the day of the test, applicants will report to the Training Center **no later than 8:45 A.M.** A description of the Physical Agility Test is attached and a map to the Police Training Center where the Physical Agility Test will be held.

Applicants who successfully complete the Physical Agility Test will be eligible to continue to the next step in the hiring process.

Applicants who do not pass the Physical Agility Test are eligible to re-apply.

➤ **ENTRY LEVEL ASSESSMENT EXAM**

This is a timed written exam that tests basic skills of reading and writing, and measures a variety of other skills to include judgment, problem solving, motivation, interpersonal skills and communications skills. Applicants who have successfully passed the physical agility test will return to the Training Center **no later than 1:00 P.M.** on the same date to complete the written assessment exam. Appropriate business attire is required for entry into the assessment area.

Applicants who successfully complete the Entry Level Assessment Exam will be eligible to continue to the next step in the hiring process.

Applicants who do not pass the Assessment Exam are eligible to re-apply.

➤ **BACKGROUND INVESTIGATION PACKAGE**

Applicants will be issued an in-depth background package. The package should be completed and returned to the WRPD along with requested documentation. Members of the WRPD Office of Professional Services will conduct the background investigation.

Applicants who successfully complete the Background Investigation will be eligible to continue to the next step in the hiring process.

Applicants who do not pass the Background Investigation will receive a letter stating that they are not eligible to re-apply for positions within the WRPD. However, applicants may apply for open positions available in other departments of the City of Warner Robins.

➤ **INTERVIEW**

The interview panel consists of the Chief of Police and Command Staff members.

Applicants not selected during the interview process will receive a letter stating that they were not selected and are eligible to re-apply after one (1) year for the Police Officer position within the WRPD. However, applicants may apply for open positions available in other departments of the City of Warner Robins.

➤ **CONDITIONAL OFFER OF EMPLOYMENT**

If the applicant is being considered for hire, he/she will then be presented with a conditional offer of employment by the Human Resources Department, **pending** the results of the following series of screening tests:

- **Polygraph**
- **Psychological Exam**
- **Medical Physical Exam**
- **Drug Screening**
- **Alcohol Screening**

Once the tests have been scheduled, the applicant will be notified of when and where to report to complete each test.

➤ **OFFER OF EMPLOYMENT**

All of the above tests must be passed to receive an offer of employment.

Applicants who do not pass the polygraph, psychological exam, drug or alcohol screening, are not eligible to re-apply for positions within the WRPD. However, applicants may apply for open positions available in other departments of the City of Warner Robins.

Applicants who do not pass the medical physical exam are eligible to re-apply for open positions within the WRPD.

Contingent upon the results of the above screening tests and upon review, the Human Resources Department will contact the applicant and a permanent offer of employment will be made. A hire date is then set and an academy start date will be assigned. There is no cost to the applicant for Basic Mandate Training and applicants are paid entry level salary while attending. However, recruits must sign a Warner Robins Police Officer Training Agreement which states if the recruit resigns during the two-year contract period, he/she will be required to reimburse the city for training on a pro-rated scale not to exceed \$1,800.00. Recruits must also successfully complete a twelve-month probationary period. The applicant will be asked to schedule a time, in advance of their hire date, to complete employment enrollment with the Human Resources Department.

If you have any further questions, please feel free to contact the Human Resources Department at (478) 929-1131 or the Warner Robins Police Training Division at (478) 929-7252. Again, thank you for your interest in the Warner Robins Police Department.

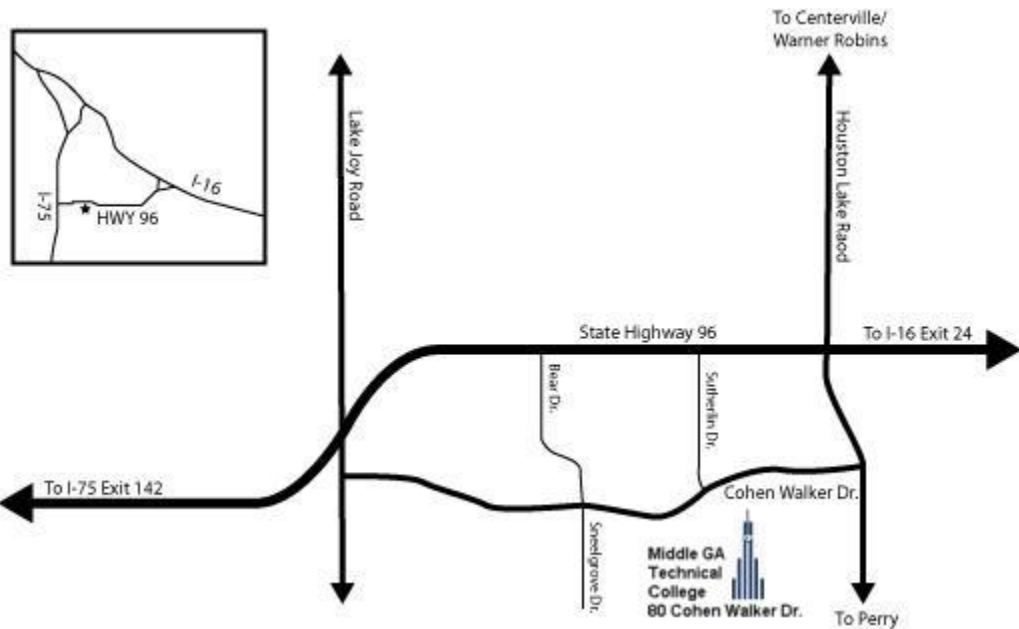
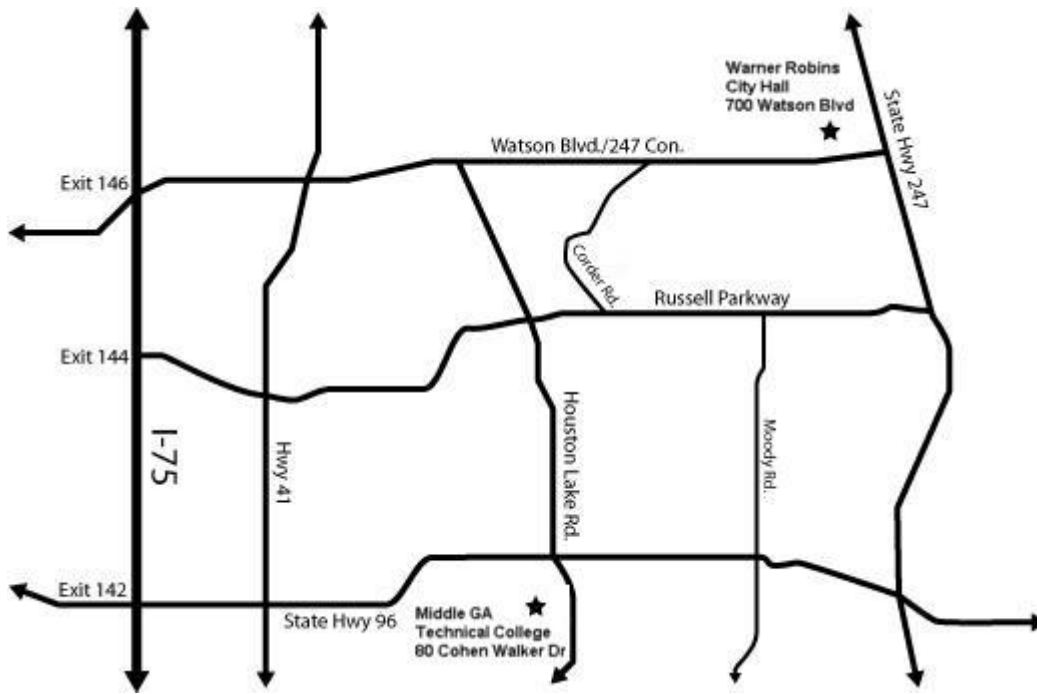
Police Applicant Standards

Due to the nature of the position of Police Officer, it is the responsibility of the Warner Robins Police Department to conduct a thorough background investigation on each applicant considered for that position. Only those persons whose conduct, character and behavior, which does not discredit either themselves or the Warner Robins Police Department, will be employed. The Investigation includes but is not limited to a check of the applicant's work history, driver's history, criminal history, references, ethical conduct, honesty, financial responsibility (credit) and past behavior.

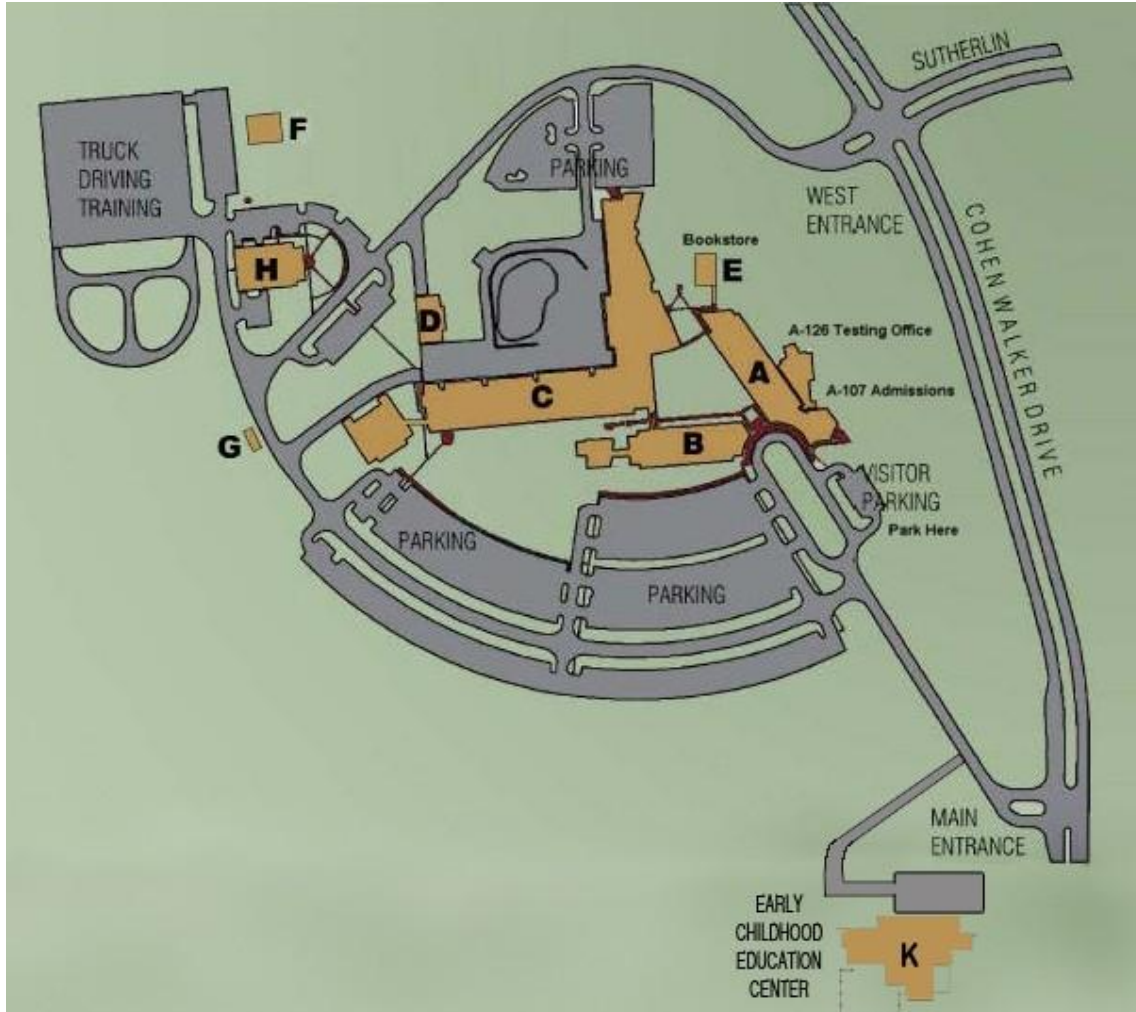
Applicants for the position of Police Officer must meet the minimum criteria outlined below:

- Must be 21 years of age by completion of the field-training program.
- U.S. Citizen
- High school diploma or GED
- Possess or be able to acquire a valid Georgia driver's license by the time of hire
- No felony convictions during your lifetime. No diversions or expungements or conviction in any court for any felony drug-related offense. No pending criminal action in any court and must not be under investigation for any criminal offense by any criminal justice agency.
- No sufficient misdemeanor convictions to establish a pattern of disregard for the law.
- No family violence crime(s) convictions or repeated past history of reported family violence.
- No convictions for DUI within the past five years. No more than one conviction of DUI in lifetime.
- No more than two moving violation convictions or being at fault in more than two accidents during the past 12 months. No sufficient moving violation convictions to establish a pattern of disregard for the law.
- No serious traffic offenses including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid or Leave Information, and Racing.
- Poor management of personal finances (within the past five years). Debts, pending civil suits, garnishments, dispossessory warrant, bankruptcies, etc., will be investigated to determine a candidate's suitability for employment.
- No personal state or federal tax liability unless applicant is on an approved payment plan.
- No discharge from any military organization less than honorable.
- No current illegal drug use.
- No illegal sale, distribution or manufacturing (to include growing) of any drug.
- No deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant.
- No use or possession of marijuana during the last three years.
- No use (more than experimentation) of an illegal drug or combination of illegal drugs, other than marijuana, during the past 10 years. What is considered "experimentation" will be determined on a case-by-case basis considering the totality of the circumstances.
- Personal appearance that brings respect to uniform to exclude applicants with numerous large offensive visible tattoos, piercing etc.

Driving Directions to Middle Georgia Technical College #1



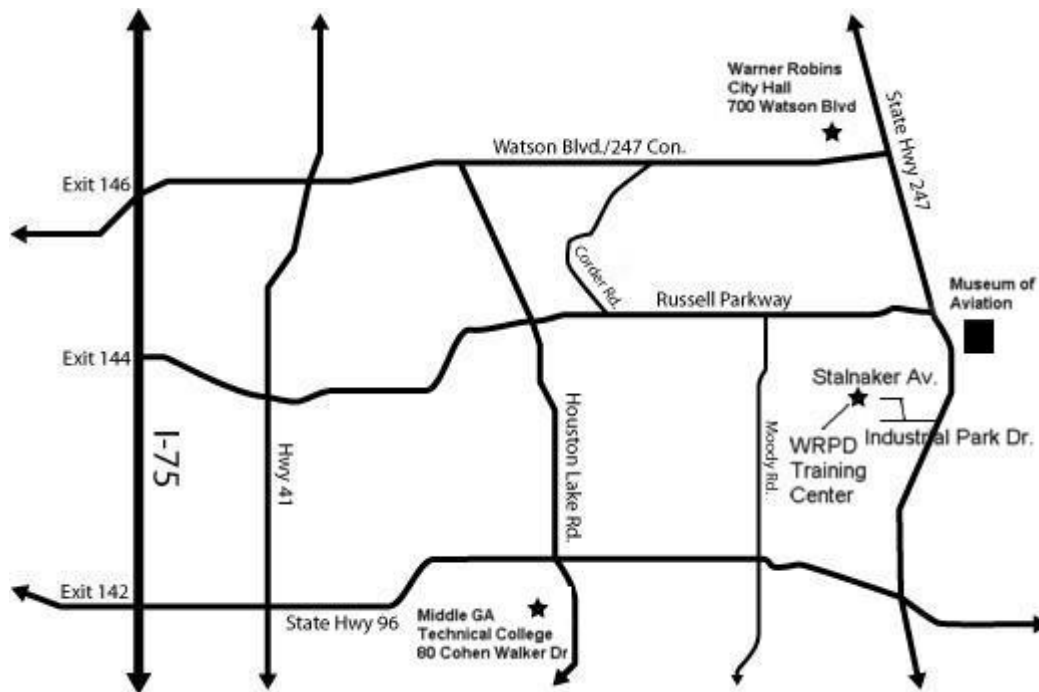
Driving Directions to Middle Georgia Technical College #2



1. Once at the Technical College, park in the visitor's parking area.
2. Walk inside of the "A" building and proceed to the Admission's Office (RM A-107). Advise the staff that you would like to take the COMPASS exam. Fill out the paperwork the staff will provide you with.
3. Once the paperwork is completed, proceed to the Bookstore (E building) with the paperwork that you just completed in Admissions. Pay the \$15.00 testing fee.
4. After paying the testing fee, proceed to the Testing Office (RM A-126) with your paperwork from Admissions and your receipt from the Bookstore. Advise the testing staff that you would like to take the COMPASS exam.
5. Once you have completed the exam, bring a copy of your results to Human Resources where they will insure that your scores meet the GA POST standards.

PHYSICAL AGILITY TEST

Driving Directions to WRPD Training Center



1. The physical address for the Training Center is 210 Stalnaker Ave., Warner Robins, GA 31088
2. If you are traveling south on State Hwy. 247, turn right on Industrial Park Dr. This road is about $\frac{1}{4}$ mile south of the Museum of Aviation, look for Northrop Grumman.
3. If you are traveling north on State Hwy 247, Industrial Park Dr. is about a $\frac{3}{4}$ mile North of Sandy Run Rd. on the left.
4. Once on Industrial Park Dr. travel for about $\frac{1}{4}$ mile and then turn right on Stalnaker Ave. (Look for the Blue in color "Police Training Center Sign")
5. Follow Stalnaker Ave. until it dead ends and drive through the open gates on the left side (Animal Control is on the right side).

WARNER ROBINS POLICE DEPARTMENT

PHYSICAL AGILITY TEST

The Compass, or one of the other listed exams, must be completed and the results submitted to Human Resources and the “Police Department Waiver and Release of Claim” must be completed and submitted to the Human Resources Department before you will be allowed to take the Physical Agility Test.

Candidates will need to report to the Warner Robins Police Department Training Center **no later than 8:45 A.M.** on the day of the physical agility test. The physical agility test begins promptly at 9:00 A.M.

RATIONALE: The physical agility test is composed of events, which measure those physical and motor components of the Police Officer’s job.

THE FOLLOWING ITEMS SHOULD BE WORN BY THE CANDIDATE ON THE DAY OF TESTING:

- Running shoes are recommended
- Clothes appropriate for running and climbing

Applicants begin the test by sitting in a patrol vehicle. The applicant is given a description of a suspect that he is pursuing. On command the applicant will exit the vehicle and complete the following course:

- Sprint approximately 60 yards and scale a 6 foot chain link fence
- Negotiate low crawl obstacle
- Negotiate window obstacle – 4 foot high (30” X 30”)
- Sprint to suspect area and make appropriate suspect identification
- Sprint approximately 60 yards and pick up a 125 pound dummy
- Move dummy a distance of 15 feet

All applicants must successfully complete the course in the minimum allotted time of 56 seconds. Failing to negotiate any obstacle or not crossing the finish line will constitute failing.