



# 2017 Police Officer Examination Plan # 3

Peace Officer Merit Commission



UNIFIED POLICE DEPARTMENT HUMAN RESOURCES

Revised: 7-21-2017

## UPD Police Officer and Lateral Police Officer Exam Plan

### PEACE OFFICER MERIT COMMISSION

Commissioner Ken Wallentine – Chair  
Commissioner David Salazar – Vice Chair  
Commissioner Martha Stonebrook – Member

### ADVISORY/EVALUATION BOARD MEMBERS

David Warnock, HR Director  
Sgt. Jeff Andreason, HR Sergeant  
UPD Sergeant – TBD  
UPD Sergeant – TBD  
UPD Officer – TBD  
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### IMPORTANT INFORMATION

It is the candidate's responsibility to read the policies governing the testing process. Below is a list of some of the policies that may apply to the testing process. Copies of the policies will be provided upon the request of the applicant.

1. POMC 409 Entry Level Recruitment Examinations
2. POMC 410 Preference Points
3. POMC 411 Hiring Registers
4. POMC 420 Inspection of Examination Papers and Preservation by Commission
5. POMC 424 Public Safety Job Classification Plan and Practices
6. POMC 430 Administrative Reviews

## Minimum Qualifications

Candidates must meet all of the following minimum qualifications:

- Must be a citizen of the United States.
- No Felony Convictions
- No DUI Convictions in the past two (2) years
- No illegal drug use in past five (5) years
- No Marijuana use in the past two (2) years
- High School Diploma or GED
- Valid Utah driver's license or ability to obtain a valid Utah driver's license by time of hire
- Passing NPOST score of 85% or better
- Ability to pass a physical agility test as described below:
  - Vertical Jump (15 inches)
  - Sit-Ups (25 Reps-One Minute)
  - 300 Meter Run (70 Seconds)
  - Push-Ups (16 repetitions with no time constraint and no rest during the test)
  - 1.5 Mile Run (15:37 Maximum time)

### **POLICE OFFICER TESTING COMPETENCIES**

**Communication Skills** – The ability to present ideas and concepts to others, including the public, in a manner that brings about commitment, understanding and commands respect. The ability to communicate various types of information in a clear, organized, understandable and grammatically correct manner.

**Problem Solving/Decision Making** – The ability to secure relevant information, identifying key issues and relationships from a base of information from a variety of sources. Identifying cause-effect relationships. Committing to the most effective solution after developing alternative courses of action that are based on logical assumptions and factual information.

**Interpersonal Skills** – Considers and responds appropriately to the needs, feelings, and capabilities of others and adjusts approaches to suit different people and situations. Resolves conflicts, confrontations and disagreements in a positive and constructive manner to minimize negative personal impact. Understands different personality styles need different approaches.

**Personal Integrity** – Deals forthrightly and honestly with people; treats others fairly; regardless of their background, personal characteristics, race nationality, ethnic origin, socio-economic status etc. Strives to be objective and impartial in relating to others and makes decisions based on fact rather than bias or prejudice; does not tolerate illegal or unethical conduct.

**Interest/Motivation** – The ability to show a drive to be a positive and ethical police officer. Has the desire to improve oneself. The ability to motivate themselves and those around them in a positive manner.

**Community/Cultural Awareness** – The ability to understand the differences between yourself and people from other countries or other backgrounds, especially differences in attitudes and values. The ability to treat people of different backgrounds in a professional and tolerant manner including stepping in when someone is not treating people with compassion, empathy and respect.

## **EXAM CONTENT**

Candidates are required to score an overall final score of 70% or higher to be placed on the final hiring register. The examination process consists of an application review, physical fitness test, oral interview, background investigation, background board interview, and final interview.

### **Phase 1 –NPOST Exam and Physical Fitness Test**

#### **-NPOST Exam**

This is a state test required to enter the Utah State Academy (POST). The required score for this exam is 85% or higher and the test results must be provided by the day of the physical fitness test.

#### **-Physical Fitness Test**

The physical fitness test will be administered at the Sheriff’s Office Building, 3365 S 900 W, SLC, UT 84119, by the UPD professional standards and training department. This is a pass/fail exam, no points will be assessed towards roster placement. The test requirements are as follows:

- Vertical Jump (15 inches)
- Sit-Ups (25 Reps-One Minute)
- 300 Meter Run (70 Seconds)
- Push-Ups (16 repetitions with no time constraint and no rest during the test)
- 1.5 Mile Run (15:37 Maximum time)

### **Phase 2 – Oral Interview and Preference Points**

#### **-Oral Board Interview**

The interview will be related to the Police Officer testing competencies and will be “behavioral” (based on past experience) and/or “situational” (based on situations that could occur in the role of a Police Officer).

#### **-Preference Points**

Preference points will be added to the applicants final overall score after all phases of testing are completed.

## Test Component Evaluators

Evaluators may consist of Unified Police Department personnel or subject matter experts outside the Department.

## Testing Schedule

### TIMELINE: (Dates subject to change depending on number of applicants)

**Non-Lateral Recruitment:**

**July 26-September 15, 2017:** Application period

**September 23, 2017:** Physical Fitness Test.

**October 16-20, 2017:** Oral Interviews

**October 23, 2017:** Publish Register

**November 7, 2017:** Certified Register

**November 7 thru December 8, 2017:** Conditional Offers / LESI / Background Investigations/ CVSA

**December 11 thru December 15:** Background Interviews

**December 20, 2017:** Sheriff's Final Interview

**January 19, 2017:** Hire Date

## Qualifying for Preference Points

To receive Veteran's or Education preference points, an applicant must submit the supporting documentation at the time of the application.

Category	Points
<p><b>Education Credit (Maximum of 5 points possible)</b></p> <p><b>Bachelor's Degree:</b> Must have satisfied all requirements for a Bachelor's Degree or higher at an accredited college or university. *</p> <p><b>Associate's Degree:</b> Must have satisfied all requirements for an Associate's Degree at an accredited college or university. *</p> <p><b>LEO Certification:</b> Must be a certified by Utah's P.O.S.T.**</p> <p><small>* A copy of transcripts must be submitted. Transcripts do not have to be official.</small></p>	<p>5</p> <p>2.5</p> <p>5</p>
<p><b>Veteran's Preference* (Maximum of 10 points possible)</b></p> <p>-Must have served on active duty in the armed forces for more than 180 consecutive days; OR was a member of a reserve component who served or is currently serving and/or has been separated under honorable conditions. Or the spouse of said person.</p> <p>-A retired member of the armed forces. Or the spouse of said person.</p> <p>-A purple heart recipient and/or a disabled veteran with any percentage of disability or the spouse of said person.</p> <p><small>*Must submit a DD214</small></p>	<p>5</p> <p>5</p> <p>10</p>

<p><b>Office of the Sheriff Preference (Maximum of 5 points)</b>  Any candidate that is currently employed full time by the office of the sheriff, and completed their probationary period, will receive the following preference points. *</p>	5
<p>Any candidate that is currently employed part time or in a volunteer status will receive the following preference points. *</p>	2.5
<p>*Must submit an email from their HR department to the UPD HR representative.</p>	

Per POMC policy 2130, the maximum combination of preference points any candidate can receive is 5, or 10 if they are a qualifying disabled veteran.

### **Qualifying for Lateral Transfer/Prior Service Credit**

Candidates with full-time paid Law Enforcement Officer (LEO) experience shall receive service pay credit for all qualifying experience at the rate of one for one, rounded to the nearest whole month. Partial months of service exceeding 15 days will be rounded up to a full month. This calculation will additionally be based on where current UPD LEO's are paid on the Merit Pay Plan with equivalent years of service. This credit is for pay purposes only.

### **Examination Weights**

Test Component	Weights (Non-Lateral)
Physical Assessment Test	Pass/Fail
NPOST Test Scores	50%
Oral Board Interview	50%

Total 100%

Preference Points Maximum that can be awarded is ten (10) points.

Grand Total 110%

**Approved by Merit Commission**

Ken Wallentine, Merit Commission Chair:

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Signature

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Date