

paradise valley ^{AZ}



PARADISE VALLEY POLICE DEPARTMENT

Police Officer Applicant Instructions & Selection Process

Application Packets will be accepted through January 29, 2017

Thank you for your interest in career opportunities with the Town of Paradise Valley Police Department. Applications are now being accepted to hire experienced Police Officers and to establish an eligibility list. Below you will find needed information regarding our recruitment and selection process.

The process towards becoming a Paradise Valley Police Officer begins with the application packet, which ***must contain all the required documents and be filled out completely*** and returned to the Paradise Valley Police Department. Application packet forms are available on the Town of Paradise Valley website: <http://paradisevalleyaz.gov/170/Employment-Information>

IMPORTANT: Application packets must be returned to the Paradise Valley Police Department at the below address:

Paradise Valley Police Department
Attention: Kevin Volpe
6433 E. Lincoln Drive
Paradise Valley, AZ 85253
General Information: (480) 348-3577

Application Packet – Required Documents

The Town of Paradise Valley accepts applications only when openings are available and only from current ***CERTIFIED POLICE OFFICERS***. In order to be considered, the following documents must be completed in full and received no later than **January 29, 2017**. ***Testing dates for qualified applicants will be: February 13, 2017 through February 15, 2017.***

- 1) *Arizona Peace Officer Standards and Training Board application.* Please ensure that you have the Authorization for Release of Information located on page two **NOTARIZED**.
- 2) *Town of Paradise Valley Job Application*
- 3) *Fair Credit Reporting Act Information/Background Release*
- 4) *Paradise Valley Police Department Automatic Hiring Disqualifiers Certification*
- 5) *Federal Domestic Violence law forms*
- 6) *High School Diploma or GED Certificate*
- 7) *Current law enforcement certification*
- 8) *College transcripts (not required/optional)*

At the end of the application period all fully completed application packets will be reviewed by a panel. Applicant information will be screened and the panel will select candidates based on job experience, accomplishments, education, technical skills, disciplinary background and other experience relevant to the needs of the Department. Selected applicants will be scheduled for the written test, the physical aptitude test and a typing test that will be conducted on Monday, February 13, 2017.

In the event any address or telephone information changes, contact our agency with the updated information so it can be placed into your file. If you have any further questions, please feel free to contact Kevin Volpe at [480] 348-3577 or by e-mail: kvolpe@paradisevalleyaz.gov.

Monday, February 13, 2017

- **Written Testing, AZ Peace Officer Physical Aptitude Test (POPAT), Typing Test**
 - ✓ Selected candidates will be contacted and scheduled for the AZ POPAT on Monday, February 13th. The AZ POPAT will be held at the Scottsdale Police and Fire Department Training Center. Applicants must successfully complete the POPAT in order to continue in the testing process. The POPAT is the Arizona Peace Officer Physical Aptitude Test, which contains five timed events including a 500 yard run, scaling a 6ft chain link fence followed by a 25-yard sprint, scaling a 6 ft. solid wood fence followed by a 25-yard sprint, a 99-yard obstacle course and a 165 lb. “dummy” drag. For more information go to www.azpost.state.az.us/.
 - ✓ For those passing the AZ POPAT, Tuesday afternoon will consist of a typing test and the written test. The written testing encompasses two testing tools: 1) Standard written exam – Stanard National Police Officer Selection Test (POST) for Entry Level Law Enforcement, 2) Written essay. Allow five (5) hours for testing. A passing score of 70% on the written test will be required to continue in the testing process. The written essay will be graded by Stanard and Associates after the testing process is complete. Study guides and practice tests are available at <https://www.applytoserve.com/Study/>.
 - ✓ The passing grade on the typing test is 25 net words a minute. Net words per minute will be calculated by subtracting mistakes made from number of words per minute.
- **Evaluation of Test Scores**
 - ✓ Following testing, scores will be evaluated. Those candidates meeting the approved cut-off for all three tests will be scheduled for the Oral Board and the Police Chief Interviews that will take place on the following day. Those not meeting the acceptable cut-off will be eliminated from consideration at this point.

Tuesday, February 14, 2017

- **Oral Boards & Chief Interviews**
 - ✓ Candidates will be interviewed by a panel consisting of at least three internal police personnel and Human Resources. The same questions will be asked to each candidate. Additionally, each candidate will interview with the Police Chief.

- **Evaluation of Testing Scores**

- ✓ The hiring panel will review scores from panel interviews, the Chief's interview and the written test. The top candidates will be scheduled for a polygraph test for the following day.

Wednesday, February 15, 2017

- **Preliminary Screening**

- ✓ A polygraph will be administered to a select number of the highest scoring candidates to this point.

Week of February 20, 2017

- **Conditional Offer**

- ✓ Conditional offers of employment will be made to the top candidates recommended by the hiring panel. Offers are contingent upon the successful completion of a physical exam, psychological exam, a pre-employment drug screen and an extensive background investigation.

- **Eligibility List**

- ✓ Candidates not selected for hire at this time, but successfully complete the preliminary background screening will be placed on the Eligibility List. The Eligibility List will be in effect for at least one year and may be extended an additional one year. In the event of a vacancy, the hiring panel shall select candidates from the Final Eligibility List.