

Palmer Police Department Police Officer Basic Entry Requirements

This information is provided for general reference only and is not controlling in nature. The City of Palmer reserves the right to amend its personnel policies and practices without notice.

The Palmer Police Department is currently accepting applications for the position of Police Officer. Selected applicants must pass a written exam, physical fitness test, oral board, intensive background investigation, psychological exam and a medical exam.

Minimum Qualifications: All applicants for the Palmer Police Department must be:

United States citizens.

High school graduates, or possesses a GED certificate.

Be at least 21 years of age.

Have no more than three moving violations against their driving record during the past 36 months, including traffic crashes.

Have never been arrested or indicted on a felony charge.

Have no record of a conviction or pending litigation on a class 'B' or above misdemeanor within the past 36 months.

College education and/or military experience are highly desirable.

General Duties: Duties include patrol of an assigned area for the purposes of crime prevention, law enforcement, and providing for general public safety. This may include the investigation of crimes, identification and apprehension of offenders, traffic enforcement, accident investigation, and providing

emergency services. Applicants should have excellent communication skills and a history of demonstrated common sense and sound decision-making. Applicants must be able to analyze situations quickly and objectively.

The City of Palmer is an Equal Opportunity Employer

Police Officer Selection Process:

The selection process for entry level police officers consists of two general phases. The first phase includes the Written Test, the Physical Fitness Test and an Oral Board Interview. The second phase consists of the Background Investigation, Medical, Psychological and Polygraph Examination. The Department makes all reasonable efforts to complete the process within 90 days of the initial test. However, during periods when we have no openings and are developing a waiting list only, we will only complete the first phase of the process.

Written Test:

The Police Officer Examination covers subject matter involving mathematics, reading comprehension, English and grammar skills, and problem solving exercises which test evaluative and analytic abilities.

A written test generally runs from one and one half to two and one half hours.

No prior training or experience in the position of police officer is assumed or required of applicants taking this test. The test is scored and results are available approximately three weeks from the test date.

Physical fitness test:

The physical fitness test will only be administered to those who pass the written test. It consists of a battery of tests including tests of individual flexibility, sit ups, pushups, and a one half mile run. The standards can be seen below.

The 1/2 mile run must be completed within 5 minutes. All other tests have a "standard" and a "minimum" level of performance. Applicants should attempt to do as well as they can on each test and not limit themselves to the standard. To pass the physical fitness test an applicant must complete each test by meeting or exceeding the standard score. An applicant may fall below the standard in any one test provided they meet or exceed the

minimum score. For example, a 28 year old male who meets the standard in all tests except pushups must complete at least 29 pushups to remain a candidate.

Applicants should practice these tests before the test date. If you cannot perform at the levels proscribed it is recommended that you not take the test, engage in a program of physical conditioning and apply for the next selection process.

Applicants should bring appropriate clothing and footwear in which to take the physical tests. The run takes place outside regardless of weather conditions.

Oral Board Interview:

Applicants who pass both the Written Test and the Physical Fitness Test will be scheduled to appear for an oral board interview.

The oral board will normally be conducted by three police officers and will focus on evaluating areas such as the applicants (1) Communications Skill, (2) Human Relations/Interpersonal Skills, (3) Problem Solving/Judgment Skill, (4) Career Preparation, (5) General Suitability for Position.

Background Investigation:

Applicants who pass the written test, physical fitness test and oral board will then undergo an extensive background investigation.

The background investigation will include but not be limited to,

- work history and experience,
- educational experience,
- personal references,
- financial stability,
- motor vehicle record,
- criminal conduct and verification of credentials

Medical Examination:

A comprehensive medical examination will be conducted by Department doctors at our expense. It includes a complete physical examination.

The purpose of the medical exam is to reveal any medical problems which may inhibit or prevent the applicant from performing the essential functions of the position of police officer.

Residency Requirements:

All Palmer Police Officers are required to reside within 30 minutes from the Palmer Police Department within one year of appointment.