Surprise Police Department

14250 W Statler Plaza, Ste: 103
Surprise, AZ 85374
Phone (623) 222-4100
Fax (623) 222-4005

10 WAYS TO BE AN OUTSTANDING CANDIDATE

1. PREPARATION: You must prepare for **EVERY** stage of the hiring process. This includes the initial testing process, interviews, background investigation, etc. The prepared are noticed and so are the unprepared. Be noticed for the right reasons! Prepare for commonly asked questions through various resources and talking with others now working in the field. Maintain physical fitness and practice wellness. Diligent preparation often makes the difference between successful and unsuccessful candidates. You certainly can be the **BEST PREPARED** candidate!

2. FOLLOW APPLICATION INSTRUCTIONS: You must read and follow meticulously all instructions. Application and background forms must contain **all** required information. Failure to follow written or verbal instructions reflects poorly on the applicant, and in some cases may result in disqualification. Public safety positions demand rigorous attention to detail and thoroughness. Sloppy, incomplete and error-filled paperwork may indicate an applicant's lack of attention to detail and an overall lack of professionalism.

3. HONESTY: In all phases of the selection process, be completely truthful. This means providing total and complete information. Information provided at each step of the process is validated against information that was previously provided. Dishonesty in any form will result in immediate disqualification—and is the #1 reason candidates are eliminated from the hiring process! Integrity, honesty and trustworthiness are essential. **Honesty is your responsibility**,

4. COMMUNICATIONS SKILLS: Oral and written communication skills are critical in public safety occupations, and are emphasized in the testing process. Make eye contact with all panel members and practice concise, confident answers. Oral communication skills and the ability to establish rapport with an interview panel can be developed through practice and honest feedback from others.

5. KNOWLEDGE OF OCCUPATION & DEPARTMENT: Applicants must have a solid knowledge of the specific duties and demands of the profession, as well as knowledge of the agency and the jurisdiction served. Good sources are the department and city website, the department's annual report, talking to department employees, friends in the profession, and ride-a-longs. Failure to possess basic knowledge about the Department or the position being applied for indicates an applicant who is neither serious nor passionate about the profession or the Surprise Police Department.

6. PUNCTUALITY: Arrive at **ALL** appointments at least 15 minutes early. Develop a habit of being early. Arriving late for scheduled appointments will not be accepted. Anticipate any possible cause for a delay. Poor time management skills will reflect negatively on applicants.

7. PROFESSIONAL BUSINESS ATTIRE: Dress and groom professionally and conservatively during any interview: preferably a conservative business suit. You never get a second chance to make a first impression. The Surprise Police Department expects professional, conservative dress and grooming. If you are unsure what constitutes conservative attire and grooming, ask someone who knows.

8. CANDOR & SINCERITY: Demonstrate sincerity, candor, integrity, conviction and honesty. If you are not yourself, it will show. Avoid canned responses; we want to see who you are, how you think and what you value.

9. KNOW YOURSELF: Know why you want to work in public safety, and how your background, skills and aptitude indicate success in performing specific duties. The Surprise Police Department wants to know your capability and potential to address the various issues and challenges faced in public safety.

10. LISTEN CAREFULLY: Be an active listener, especially during the interview process. Listen carefully to the questions asked and think before you respond. Take a few seconds to formulate a thoughtful, concise answer. Active listening is a valuable skill in all jobs, especially police work.

Thank you for your interest in our Police Department as you pursue a career in law enforcement.

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Surprise Police Department
Police Recruit Physical Fitness Standards

These are the minimum numbers and times to pass the physical fitness test. All police officer, recruit applicants will be required to pass the physical fitness test to advance to the next step in the process.

Males

Full Body Push Ups

Age	20-29	30-39	40-49	50-59	60+
Number	29	24	18	13	10

1 Minute Sit Ups

Age	20-29	30-39	40-49	50-59	60+
Number	38	35	29	24	19

Timed 1.5 Mile Run

Age	20-29	30-39	40-49	50-59	60+
Time	12:29	12:53	13:50	15:14	17:19

Protocol for proper execution of each physical exercise, in accordance with the Cooper Institute, is described on page 8 of this information packet.

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Police Recruit Physical Fitness Standards

These are the minimum times and numbers to pass the physical fitness test. All police officer, recruit applicants will be required to pass the physical fitness test to advance to the next step in the process.

Females

Full Body Push Ups

Age	20-29	30-39	40-49	50-59	60+
Number	15	11	9		

1 Minute Sit Ups

Age	20-29	30-39	40-49	50-59	60+
Number	32	25	20	14	6

Timed 1.5 Mile Run

Age	20-29	30-39	40-49	50-59	60+
Time	15:05	15:56	17:11	19:10	20:55

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Terry Young
Chief of Police

POLICE OFFICER POSITION INFORMATION

Thank you for considering the Surprise Police Department as a career choice. We consider your interest a compliment. Our department is a professional and progressive agency, which is always in search of career minded, qualified people to join our staff.

Applications must be submitted through the City of Surprise On-line Applicant Recruiting system, SOAR. The purpose of this phase in the recruitment process is to identify eligible candidates for potential employment. Failure to report for any phase of the testing shall result in disqualification from the current process. Re-application is permitted at any time, except for candidates disqualified for reasons of prior felony convictions or non-correctable selection criteria.

SALARY & BENEFITS

Police Officer Recruit: $24.00 per hour (While attending Police Academy)

Police Officer: $25.82 per hour (Starting Salary)
$36.33 per hour (Top Salary)

- 11 Paid Holidays per Year
- Paid Time Off (PTO) accrued throughout the year
- Paid Overtime or Comp Time
- Deferred Compensation
- Health, Dental and Vision Plans
- Life Insurance Plans
- Public Safety Retirement Program
- Uniform Allowance ($1,300 year)
- Bereavement Leave
- Educational Tuition Reimbursement
- Promotional Opportunities

AN EQUAL OPPORTUNITY EMPLOYER

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ELIGIBILITY REQUIREMENTS

Before appointment or attending an academy, a person shall meet the minimum qualifications for appointment as per AZPOST Rule R13-4-105. A thorough background investigation will be conducted on each candidate being considered for employment. This investigation will explore sensitive and confidential aspects of your personal life which may include current and prior employment, disciplinary actions, military service, driving, financial, and arrest history, illegal activities, substance abuse, emotional stability and mental health history, absenteeism, and personal conduct. Among the areas of concern which may result in a negative hiring decision are as follows:

- Falsification of information provided on the employment application or background investigation questionnaire
- Excessive Drug Use
- A history of conduct that would jeopardize public trust in the law enforcement profession
- Conviction of a felony or any offense that would be a felony if committed in Arizona
- Dishonorable discharge from the United States Armed Forces
- Illegal sale, production, cultivation or transportation of marijuana or any other dangerous drugs or narcotics
- Illegal use of marijuana for any purpose within the past three (3) years
- Illegal use of dangerous drugs or narcotics other than marijuana, for any purpose within the past (7) years
- Illegal use of dangerous drugs, narcotics, or marijuana other than for experimentation
- Pattern of abuse of prescription medication
- Conviction of or adjudicated to have violated traffic regulations governing the movement of vehicles with a frequency within the past three (3) years that indicates a disrespect for traffic laws or a disregard for the safety of other persons on the highway

SURPRISE POLICE DEPARTMENT EMPLOYEE TATTOO POLICY

- Tattoos/Brands

  All members are prohibited from exposing excessive tattoos, brands, scarring or sub-dermal implants while on-duty, with the exception of those members in undercover assignments with prior authorization from the Chief of Police.

  - Excessive is defined as any tattoo, brand, scarring or sub- dermal implant that exceeds one third (1/3) of an exposed body part and those above the collarbone that are readily visible when wearing open collar clothing.
  - No visible tattoos, brands, scarring or sub-dermal implants are permitted on the head, face, neck or scalp while on duty.
  - Tattoos, brands, scarring or sub-dermal implants on the legs shall not be visible while on-duty with the following exceptions:
    - While in civilian/non-uniform attire, visible tattoos on the legs may not extend more than six (6) inches above the anklebone and may not exceed three (3) inches in diameter.
    - Tattoos on the legs may be visible for on-duty officers in undercover assignments.

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- Unauthorized Tattoos/Brands
  - Any unprofessional or offensive tattoo, brand, scarring, sub- dermal implants, regardless of location, are prohibited. Examples of tattoos, brands, scarring or sub-dermal implants prohibited by this policy include, but are not limited to:
    - Depictions of nudity or violence.
    - Sexually explicit, racial or vulgar art, words, phrases or profane language.
    - Symbols likely to incite a strong negative reaction in any group, such as swastikas, pentagrams, etc.
    - Initials or acronyms that represent criminal or historically oppressive organizations, including, but not limited to: AB, KKK, SS, street gang names, numbers, and/or symbols.

Surprise Police Department
PEACE OFFICER CERTIFICATION

All non-certified candidates (Police Cadets) MUST attend and successfully complete an 18-21 week basic training course at one of the Arizona Law Enforcement Academies in Phoenix, Arizona. The academies place emphasis on physical conditioning and provide instruction on the following subjects:

- History of Law Enforcement
- Administration of Justice
- Probable Cause
- Fingerprinting
- Traffic Law
- Patrol Procedure
- Report Writing
- Firearms
- Rules of Evidence
- Collect/Preservation of Evidence
- Intro. to Law Enforcement
- Constitutional Law
- Laws of Arrest
- Ethics and Professionalism
- First Aid
- Radio Procedure
- Criminal Law
- Arrest Tactics
- Courtroom Procedure
- Search and Seizure
- Organized Crime
- Accident Investigation
- Auto Theft
- Crowd Control
- Forgery
- Recovery of Hazardous Mat.
- Sex Crimes
- Theft/Burglary
- Interviews/Interrogations
- Cultural Diversity
- Use of Force
- Drug Enforcement
- Traffic Direction
- Defensive Driving
- Crime Resistance
- Assault
- Robbery
- Homicide
- Street Awareness

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SURPRISE POLICE OFFICER RECRUIT AND AZ P.O.S.T. LATERAL SELECTION PROCEDURES

PHASE I

APPLICATION: The application for employment and associated documents MUST be accurately and completely filled out and returned to the City of Surprise Human Resources Department prior to the application-filing deadline.

PHYSICAL FITNESS ASSESSMENT: Only Police Officer, Recruit candidates MUST take a physical Fitness test based upon the Cooper's Standards of Physical Fitness according to gender and age. Recruit candidates MUST pass this assessment test to proceed further in the selection process.

WRITTEN EXAMINATION: All candidates (AZ P.O.S.T. lateral and recruit) will take an entry level written examination. Candidates MUST pass this examination to proceed further in the selection process.

CRITICALL: All candidates (AZ P.O.S.T lateral and recruit) will take a computerized examination to test their basic skills in the areas of keyboarding, spelling and sentence clarity. Candidates MUST pass this examination to proceed further in the selection process.

PANEL INTERVIEW: All candidates will participate in a graded oral interview. Candidates MUST pass this evaluation to proceed further in the selection process.

PHASE II

BACKGROUND INVESTIGATION: A thorough background investigation will be conducted on each candidate who is considered for employment. This investigation will be based upon information supplied by the candidate in the personal history and background questionnaire and during the background interview. You MUST be aware that sensitive or confidential aspects of your personal life may be explored.

COMMAND STAFF REVIEW: The candidate's entire selection packet is reviewed by the Department's hiring managers and command staff and appropriate recommendations are made to the Chief of Police regarding the hiring potential of the candidate. Selected candidates will be interviewed by the Chief of Police.

CONDITIONAL JOB OFFER: A conditional job offer will be made to candidate(s) who are being considered for employment. The job offer means that a candidate MUST successfully complete the remainder of the testing process before a FINAL job offer will be made to the candidate.

POLYGRAPH EXAMINATION: Select candidates will be given a polygraph examination by a licensed polygraph examiner. The candidate will be asked questions in the areas of:

- falsifying information on the application
- whether they have committed a criminal offense
- whether they have sold or used illegal drugs
- work history, including employment history, resignations, and terminations
- criminal history
- driving history

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PSYCHOLOGICAL EXAMINATION: Selected candidates will be tested by a qualified professional to determine their emotional stability and psychological fitness for police work.

PHASE III

MEDICAL EXAMINATION: Select candidates shall be given a medical examination by a licensed physician. This examination will include a drug screen.

INTERVIEW WITH THE CHIEF OF POLICE: Upon the hiring manager and command staff's recommendation, the Chief of Police makes the final hiring decision and may have an interview with the candidate.

FINAL JOB OFFER: After the interview with the Police Chief and a selection or hiring decision is made, a final job offer is made to the selected candidate. The candidate will either begin the Police Basic Training Academy or start into the Department's Field Training Program. The Field Training is a 15-week program for candidates who successfully complete the Police Basic Training Academy and a 12-week program for candidates who are AZ P.O.S.T. certified at the time they are hired.

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The Cooper Institute protocol for the Physical Fitness Test

Full Body Push-Up Test: This test measures the muscular endurance of the upper body (anterior deltoid, pectorals major and triceps).

1. The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. Another assistant will place one fist on the ground below the subject's chest.
2. Starting from the up position (elbows extended) the candidate must keep the back straight at all times and lower the body to the ground until the chest touches the assistant's fist. The candidate then returns to the up position. This is one repetition.
3. Resting should be done only in the up position. Both hands must remain in contact with the ground at all times.
4. The total number of correct push-ups will be recorded. There is no time limit.

Sit-Up Test: This test measures abdominal muscular endurance.

1. The candidate starts by lying on the back, knees bent, heels flat on the floor, with the hands cupped behind the ears Note: Law Enforcement must follow formal protocol with fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the ground with no thrusting of the hips.
2. An assistant holds the feet down firmly.
3. The candidate then performs as many correct sits-ups as possible in one minute.
4. In the up position, the candidate should touch elbows to knees and then return until the shoulder blades touch the ground.
5. Score is total number of correct sit-ups. Any resting should be done in the up position. While in the up position the candidate shall not use any part of the arm or hand to hold the rest position.
6. Breathing should be as normal as possible, making sure that the candidate does not hold their breath.
7. Neck remains in the neutral position.
8. Do not pull on the head or neck.

1.5 Mile Run Test: This test measures cardio-respiratory fitness.

1. Candidates should not eat a heavy meal or smoke for at least 2–3 hours prior to the test. Candidates should warm up and stretch thoroughly prior to the test.
2. If possible, each candidate should have experienced some practice in pacing prior to the test. Often candidates will attempt to run too fast early in the run and become fatigued prematurely.
3. The candidate runs 1.5 miles as fast as possible. If a 440 yard track is used, 6 laps must be completed using the inside lane (lane 1). If using a 400 meter track, an additional 15 yards must be run after the 6 laps are completed.
4. During the administration of the test, candidates will be informed of their lap times. Finish times will be called out and recorded.
5. Upon test completion, a mandatory cool down period is enforced. The candidates should walk slowly for approximately 5 minutes immediately after the run to prevent venous pooling (i.e., pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmias).

All police officer, recruit candidates are required to read the Physical Fitness Assessment Waiver on the following page and indicate agreement by signing and dating the waiver. Police officer recruit candidates are required to present the signed waiver when they report on the designated date and time for the Physical Fitness Test.

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SURPRISE POLICE DEPARTMENT
PHYSICAL FITNESS ASSESSMENT WAIVER

☐ I consent to voluntarily participate in the physical fitness assessment process.

☐ I will not hold responsible the City of Surprise, the Surprise Police Department, or the Dysart Unified School District, for any harm that may result while participating in this assessment.

☐ I understand:

- This assessment will involve running, push-ups and sit-ups that may pose a health risk, especially for those individuals who are not in good physical condition.
- If I have ever been informed (or I am aware) that I have heart problems, chest pain, dizziness, high blood pressure, arthritis, other orthopedic problems or other physical problems that may be aggravated by exercise, I should consult a physician before participating in this assessment.

☐ I acknowledge it is my responsibility to:

- Monitor how I am feeling during the assessment, giving special attention to whether I feel dizzy, have chest pains, have difficulty breathing, have a muscle pain, or I experience other unusual symptoms.
- Stop my participation in the assessment if I experience any of these symptoms.
- Make City of Surprise personnel aware of the symptoms so medical assistance can be summoned.

_____ _____
Signature of Participant Date

_____
Printed Name of Participant

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Tentative Police Applicant Timeline			
ACTIVITY	1ST MONTH	2ND MONTH	3RD MONTH
Posting			
Physical/Written Test	Week 4	Week 5	
Background Packet Returned		Week 6/7	
CritiCall Test		Week 6/7	
Panel Interview & Background Interview		Week 8	
Background Investigation Initiated			Week 9
Command Review			Week 9
Conditional Job Offer			Week 9/10
Polygraph			Week 10
Written Psychological Exam			Week 10
Clinical Psychological Exam			Week 11
Medical Exam			Week 12
Final Job Offer			TBA

Note: Timeline may vary based on volume of applicants