



BARTLESVILLE POLICE DEPARTMENT

Training Division

New Hiring Process

Non-Commissioned Applicants:

- Complete and turn in City of Bartlesville Employee Application
- Applicants will be reviewed by Training Lieutenant to see if they meet qualifications.
- Complete Written Test (Pass/Fail- no points given)
- Complete Physical Assessment Test (Pass/Fail- no points given)
- Interview with Oral Review Board (Board will score applicants)
- Administrative Oral Review Board
 - Board will interview applicants and rank them in order of how they believe they should be ranked.
- Background Investigation
 - Background investigator will complete comprehensive background.
 - Background Investigator will give facts of his investigation.
 - Background investigator will not give recommendation.
- Chief Interview/conditional offer
- Polygraph Examination
- Posse Test (TCT)
- MMPI
- Pension Board Physical Assessment

CLEET Certified Applicants:

(This includes those candidates who are certified applicants from another state)

- Complete and turn in City of Bartlesville Employee Application
- Applicants will be reviewed by Training Lieutenant to see if they meet qualifications and confirm they are CLEET (or equivalent Certified).
- Interview with Oral Board (7 person board).
 - Interviewed and scored.
- Interview with Administrative Board (6 person board)
 - Questions will be scenario based questions, approved by the Chief.
- Background Investigation
- Make Conditional Offer
- Chief Interview/conditional Offer
- Polygraph
- Out of State Candidate may be subject to additional steps:
 - Pension Board Physical

- Posse Test
- Any additional steps that are identified during the process

Oral Boards:

- The Oral Board will be as follows:
 - 2- Sergeants (Senior Sergeant will Chair the Board)
 - 2-Field Training Officers
 - 2-Patrolman
 - 1-Civilian (The Civilian should be a well-respected member of the Community, someone in a leadership role)e.g.,
 - West Side Community Center Director
 - Delaware Tribal Leader
 - Boys & Girls Club Director
 - Cooperate Leaders-CoP, P66, Banking industry, etc.

The questions to be asked by the Oral Board will be submitted to the Training Lieutenant prior to the board to make sure the questions meet the standards set forth by the Fair Labor Act.

The Oral Board will be consistent and ask the same pre-submitted questions of each candidate.

The Oral Board will score each candidate appropriately.

Administrative Board:

- The Administrative Board will be as follows:
 - 3- Captains (Senior Captain will Chair the Board)
 - 2- Lieutenants
 - 1-Administrative Personnel (Senior Administrative Assistant)

The questions to be asked by the Administrative Board will be scenario based questions and approved by the Chief of Police.

The Administrative Board will rank each candidate at the end of the process and submit them to the Chief of Police.



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PHYSICAL ASSESSMENT TEST DESCRIPTION

Tennis shoes are recommended. Candidates taking the test are encouraged to wear sweat pants and a T-shirt. To prevent sweat pants from moving down the legs and coming off during the stomach crawl component, candidates should tighten their sweat-pant draw-strings to ensure a tight fit. Shorts are not recommended for safety reasons (i.e., they do not provide adequate coverage of the skin which could be damaged in a fall).

- 1) **Run:** A test monitor will give the candidate verbal instructions to “GO” and the candidate will begin the run (approximately 332 total feet).

- 2) **Step and Slide to Left:** At the conclusion of the run, the candidate will remain facing forward and then step and slide sideways (shuffle) to their left into the obstacle course, and continue stepping and sliding sideways to their left for a distance of about 30 feet. Candidates should not cross their legs as they shuffle to the left to prevent tripping themselves, and they should shuffle all the way until their foot touches the line about 30 feet away.

- 3) **Diagonal Shuffle to Rear and Right:** After stepping and sliding 30 feet to their left, and while still facing forward, candidates will step and slide backwards (rear diagonal shuffle) to their right and behind them (at an approximately 35 degree angle) for approximately 33 feet. They will continue to face forward while doing this. Candidates should not cross their legs as they shuffle backwards and to the right to prevent tripping themselves, and they should shuffle all the way until their foot touches the line about 33 feet away. Once their foot touches the line, they will turn around and face the opposite direction before performing the next component.

- 4) **Step and Slide to Right:** After completing the backwards diagonal shuffle, and after turning around so that the candidate is facing the direction opposite of the one they were facing in the previous two components, the candidate will step and slide sideways (shuffle) to their right for a distance of about 30 feet. Candidates should not cross their legs as they shuffle to the right to prevent tripping themselves, and they should shuffle all the way until their foot touches the line about 30 feet away.