



# City of Hayward



## Police Officer Trainee Testing Process



**APPLICATION:** The City of Hayward utilizes an automated online application process through the Human Resources department website. To access the job announcement and to apply online visit: <https://www.governmentjobs.com/careers/haywardca>

**PRELIMINARY BACKGROUND SCREENING:** Applicants who are successful in meeting the minimum qualifications will be asked to submit a preliminary background screening form. This is used to determine if the applicant has any background factors that might be cause for disqualification from the testing process (i.e. drug usage violations, arrests, etc.).

**WRITTEN TEST:** The written test is a POST Entry-Level Law Enforcement Battery (PELETB). It is a timed 2-1/2 hour written test consisting of multiple choice and fill-in-the-blank questions designed to measure reading and writing ability. Applicants who have completed a PELETB examination within the past year may submit their test scores during the application process to obtain a waiver for the written examination.

**PHYSICAL AGILITY:** The physical agility test (WORK SAMPLE TEST BATTERY, or WSTB) consists of the following: (1) 99-yard obstacle course, (2) 165 lb. body drag (32' feet), (3) 6-foot chain link fence climb, (4) 6-foot solid wall climb, (5) 500-yard sprint, and (6) 1.5-mile run completed in 14 minutes or less (**pass or fail**). (**Events 1 to 5 are based on points accumulation with a minimum passing score of 384**).

**ORAL BOARD INTERVIEWS:** The oral board interviews are utilized to allow the department to evaluate an applicant's knowledge of the department, if they can do the job, will they do the job well and if they can work in a team environment. The applicant is asked a series of open-ended and scenario based questions designed to assess your potential within the rating categories. Open-ended questions are designed to allow the applicant to provide prepared responses such as, "Tell us about your background and what you have done to prepare yourself for this position?" Scenario based questions are designed

to gauge the applicant's basic problem-solving skills, ethics, and life experience. Applicants must achieve a minimum passing score and are ranked based on final scoring results.

**DEPARTMENTAL STAFF INTERVIEW:** This formal interview process is designed to allow the department's administrative personnel to evaluate the applicant's fitness for the organization based on prepared and follow-up questions. Interview(s) may be conducted by the Personnel and Training Administrator and/or the department's Executive Staff. Applicants that are successful are forwarded on to the Background Investigation Process.

**BACKGROUND INVESTIGATION:** To be a police officer, you must meet state and agency eligibility requirements. To evaluate your eligibility, each applicant must undergo an extensive background check to meet the minimum departmental and California POST selection Standards. The background investigation includes a polygraph examination and other interviews to focusing on the following:

CA POST Minimum Standards:

- Free of any felony convictions
- U.S. citizen or permanent resident alien who has applied for citizenship
- At least 18 years of age (21 years old for Hayward PD)
- Fingerprinted
- Of good moral character
- High School graduate, GED or College Degree
- "Found to be free from physical, emotional, or mental conditions which might adversely affect the exercise of powers of a peace officer."

KEY ABILITIES AND ATTRIBUTES INCLUDE:

- Operate a motor vehicle
- Integrity
- Credibility as a Witness in Court of Law
- Dependability
- Learning Ability
- Personal Sensitivity
- Judgement Under Pressure
- Illegal Use or Possession of Drugs

BACKGROUND INVESTIGATION DEMENISONS:

Personal, Relatives & References, Education, Residence, Experience & Employment, Military, Financial, Legal and Motor Vehicle **Operation**

**NOTE:** Applicants are commonly disqualified for *statements of dishonesty* regarding criminal history, drug usage, credit history, and falsification or untruthfulness in the application process.

**CONDITIONAL JOB OFFER:** Applicants who successfully pass the background investigation are provided with a Conditional Job Offer. This is an agreement that states you can be hired for the job, as long as you pass these final few steps – the Medical and Psychiatric Examinations.

**MEDICAL AND PSYCHIATRIC EXAMINATIONS:** Law enforcement work requires individuals to be physically and mentally stable to perform at a particular level. The abilities to run, perform defensive tactics techniques, use a firearm, drive a vehicle, and protect others under sometimes extreme circumstances are all requirements for the job of a police officer. Applicants will be required to complete and pass both the medical and psychiatric examinations to be offered a formal offer for employment.

**HIRED:** You have successfully made it through the entire testing process and have been provided a formal job offer. However, this does not mean that you need to stop preparation for the next level. Applicants are encouraged to intensify their physical fitness preparation for the job of Police Officer Trainee, as the police academy is a physically and academically demanding assignment for the next several months. Police Officer Trainees are encouraged to work with the department to help prepare for the physical and academic rigors of the Basic Police Academy and continue academic preparations in the areas of writing, spelling, and study techniques.