

# The Hiring Process

## Initial Entry

The City of Pocatello Police Department follows the Police Officer selection requirements established by the Idaho Peace Officer Standards and Training (POST) Council. The selection process is very thorough and, as a result, can be time consuming.

The following provides the minimum qualifications and a general description of various components of our selection process.

## Minimum Qualifications at Application:

- United States citizen
- High school education (or equivalent)
- Minimum of two (2) years of responsible experience following high school
- Valid driver's license
- Computer experience

## Police Entry Level Exam

Come prepared! You must pass the entry exam with a minimum passing score of 70%. The exam, held annually, establishes an eligible register in rank order of exam scores. The eligible register is then used to hire new police officers for a period of one year (unless the list is exhausted prior to that date).

## Veteran's Preference, POST, and Education

You may qualify for additional points on the entry level exam if you are eligible for veteran's preference. You may also qualify for additional points if you are Idaho POST certified, or certifiable, or if you possess an associate's degree or greater. Points are added to the passing entry level exam score.

## Police Lateral Entry Qualifications

The Pocatello Police Department may at any time accept lateral transfer applications.

To qualify as a lateral candidate, you must meet the following:

The applicant must possess an Idaho P.O.S.T certification, or be Idaho P.O.S.T certifiable, and have at least (2) years of equivalent law enforcement experience.

## Interview

If you pass the Entry Level exam, you will participate in an oral interview conducted by a panel made up of a cross section of the Pocatello Police Department. The interview may be used to eliminate candidates from the established hiring list.

## Stage 1

### Background Investigation

You will complete a background investigation packet prior to the Entry Level exam. The background investigation packet is available on line and must be filled out in advance and

turned in the day of the Entry Level examination. You will also be requested to provide additional supporting documents at a later time. During the investigation, a trained investigator will contact a number of people who can provide information regarding your ability and suitability to serve as a Pocatello Police Officer.

### Disqualifiers

The Pocatello Police Department has set hiring standards for its police officers. During the hiring process, information may be revealed that would disqualify an individual from being hired as a police officer, such as:

- Felony criminal record
- Certain misdemeanors
- Driver's license suspension within 5 years of application
- DUI conviction within 5 years of application
- More than 1 DUI conviction in a lifetime
- More than 5 moving traffic convictions within 3 years of application
- Drug or alcohol dependency
- Illegal use or sale of controlled substances

For more information about police officer hiring standards, you may contact the Police Department Recruitment Office at (208) 234-6129.

## Stage 2

### Senior Staff Review

Information acquired from the background investigation, is reviewed by the senior staff of the Pocatello Police Department.

### Conditional Job Offer

If at this stage of the selection process, you have met the requirements and a job vacancy exists, you will receive a job offer, conditional on meeting the following requirements:

- Truth Verification Test
- Medical, vision, and hearing examinations
- Psychological Suitability Assessment
- Physical Fitness Test: You must successfully pass the physical fitness test approved by

P.O.S.T. The exam consists of the following:

- Vertical Jump: minimum of 14 inches
- Sit-ups: minimum of 15 repetitions in one minute
- Maximum Push-ups: minimum of 21 repetitions.
- 300 meter run: maximum time of 77 seconds
- 1.5 mile run: maximum of 17 minutes and 17 seconds

### POST Academy

If selected as a police officer and you are not POST certified, or certifiable, you will be required to attend and pass the 10-week POST Academy in Boise, Idaho. You can learn more about the Idaho POST Academy at their web site <http://www.post.idaho.gov/>.

Alternatively the Pocatello Police Department may choose to send qualified candidates through the 15-week Idaho State University Law Enforcement Program in Pocatello Idaho.

The Idaho State University program is an Idaho POST approved training academy.

### Field Training

All new police officers must successfully complete a 16-week field training program conducted by the Pocatello Police Department. The training can be shortened or lengthened, depending on need.

### Probationary Period

All new police officers must successfully complete a one-year probationary period.

A condition of probation is that the employee must again pass the P.O.S.T physical fitness test at the end of their probationary period.

AN EQUAL OPPORTUNITY EMPLOYER  
VETERAN'S PREFERENCE