



KENNEWICK POLICE DEPARTMENT

"Committed To Your Safety"

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CHIEF OF POLICE
K.M. Hohenberg

-2021-

ABOUT THE CIVIL SERVICE EXAMINATION/HIRING PROCESS

You now have the choice to take the civil service test through either of these testing companies:

1. www.publicsafetytesting.com
2. www.nationaltestingnetwork.com

Physical Fitness Ability Test:

Detailed information about the physical fitness ability test requirements including a video is available on the [Washington State Criminal Justice Training Commission website](#). The test is the same one required by WSCJTC to be eligible to attend the training academy. It is recommended that candidates familiarize themselves in advance, so they are physically prepared to meet the requirements of the test. The applicant must pass each section of the physical fitness test. A failure in any section of the test is an overall failure of the PAT.

On January 1st, 2021 the WSCJTC changed the PAT requirements. The test is no longer point based but rather pass fail. The PAT events have also been refined. The three events and requirements for the PAT are:

1. Squat Thrusts:

-3 minutes to complete a minimum of 35 squat thrusts to pass.

2. Sit Up Test

-90 seconds to complete a minimum of 25 sit ups to pass.

3. Pushup Test

-90 seconds to complete a minimum of 20 pushups to pass.

The Kennewick Police Department's physical ability requirements are more stringent. As a condition of employment, the applicant will **ALSO** be required to complete the 300-meter sprint and the 1.5 mile run at a later time. Once the applicant has tested through PST or NTN, gone through the background process and conducted a command staff interview, the applicant will again be required to demonstrate their ability to pass the squat thrusts, sit ups and push ups. The applicant will also be required to pass the 300-meter sprint in under 71 seconds and the 1.5 mile run in under 14 minutes 31 seconds. The applicant will conduct all five of these physical ability tests at on time. This will be a requirement once we extend the candidate a conditional job offer.

Learn more about the PAT from both testing companies:

Learn about the PAT and tips to prepare from Public Safety Testing-

<https://www.publicsafetytesting.com/information-center/test-requirements-law-enforcement-officer-physical-wa>

Learn about the PAT and tips to prepare from National Testing Network-

<https://www.nationaltestingnetwork.com/publicsafetyjobs/ntn-test-pat.cfm>

Written/Video Tests:

This consists of a number of reading, writing, cognitive, recognition, judgment, attitude and integrity tests.

Learn More about the written/video tests from both testing companies:

Learn about the written tests from Public Safety Testing.

<https://www.publicsafetytesting.com/information-center/test-requirements-law-enforcement-officer-written/>

Learn More about the written/video/work attitude questionnaire (WAQ) tests from National Testing Network.

Written/video-

<https://www.nationaltestingnetwork.com/publicsafetyjobs/ntn-test-law-national.cfm>

Work Attitude Questionnaire-

<https://www.nationaltestingnetwork.com/publicsafetyjobs/index.cfm?mode=page/faq-waq>

Civil Service List:

If you pass the initial testing through Public Safety Testing or National Testing Network you

will be ranked on our civil service list. Separate lists are maintained for each testing agency. *We recommend only testing with one agency.* HR pulls scores from both NTN and PST once a month. This list is presented to the Civil Service Commission the third Tuesday of every month. The list is ranked by your test scores or combination of test scores and military preference points and then certified by the Civil Service Commission. Once certified the list is then forwarded to the Administrative Lieutenant to begin the background investigation.

The background investigation begins with the personal history statement. Civil Service rules allow for the background Lieutenant to process the number of current openings plus six. For example, if we have five openings the background Lieutenant can process 11 candidates at a time. Human Resources emails out personal history statement packets once a month. The time can vary when the personal history statement email can occur so you should be on the lookout for it. Instructions for this packet are included, and the packet must be returned within a designated deadline so that the background process can begin.

The Kennewick Police Department background packet/personal history statement is unique to our agency. We do not accept any other forms. If you fail to return the packet in the time allotted you will be dismissed from the hiring process. These packets must be returned completed and with the required attachments as outlined in the packet.

IMPORTANT: The personal history statement is emailed to you. If you don't return the personal history statement as outlined and within the allotted time you will be disqualified. **PLEASE ADD THESE EMAILS AS SAFE IN YOUR EMAIL SYSTEM TO ENSURE THE PERSONAL HISTORY STATEMENT DOES NOT GO TO YOUR SPAM EMAIL.**

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Background Investigation:

Upon receipt of the background packet from the candidate, the Administrative Lieutenant reviews the contents and will contact each applicant to make arrangements for a background investigation integrity interview. This interview will lay the foundation for the investigation to proceed.

Following the integrity interview, successful candidates will be scheduled to proceed to the polygraph examination. Following this examination, the background investigation will continue to include contacting prior residences, employers and references that you have listed. The background investigation takes some time, so please be patient.

Command Staff Interview:

Successful candidates may be invited to KPD Command Staff Hiring Interview at the police department. This is a formal interview that must take place before any conditional offers of employment can be made. If an offer of employment is extended by the Chief of Police, it is conditioned upon suitability of both a medical examination, a psychological screening and another demonstration of the Physical Abilities Test including the 300-meter sprint and 1.5 mile run. The psychological screening, medical examination and entire PAT will be conducted in the Kennewick area.

BEGIN THE TESTING PROCESS NOW!

www.publicsafetytesting.com

www.nationaltestingnetwork.com



E-mail KPD-Recruiters@ci.kennewick.wa.us