



**-2022-**

## ABOUT THE CIVIL SERVICE EXAMINATION/HIRING PROCESS

Entry level officers must now test through [www.publicsafetytesting.com](http://www.publicsafetytesting.com). We no longer use National Testing Network.

### 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](http://www.wscjtc.com). 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 1<sup>st</sup>, 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.

### Learn more about the PAT from Public Safety Testing:

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

## 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 Public Safety Testing:

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

## Civil Service List:

If you pass the initial testing through Public Safety Testing (PST) you will be ranked on our civil service list. HR pulls scores from 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 email out the personal history statement or we also accept the PST personal history statement. 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.

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.**

[Blanca.Reyna@ci.kennewick.wa.us](mailto:Blanca.Reyna@ci.kennewick.wa.us) and [Tausha.Lenkersdorfer@ci.kennewick.wa.us](mailto:Tausha.Lenkersdorfer@ci.kennewick.wa.us)

## Background Investigation:

Upon receipt of the background packet from the candidate, the Administrative Lieutenant or a background contractor 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. The psychological screening and medical examination will be conducted in the Kennewick area.

# **BEGIN THE TESTING PROCESS NOW!**

[www.publicsafetytesting.com](http://www.publicsafetytesting.com)



E-mail [KPD-Recruiters@ci.kennewick.wa.us](mailto:KPD-Recruiters@ci.kennewick.wa.us)