



City of Surprise

16000 N. Civic Center Plaza
 Surprise, AZ 85374
 Phone (623) 222-3500
 Fax (623) 222-3501

TO: Police Recruit Applicant
 RE: Invitation to participate in Police testing process

Important Test Information

At this time, the City of Surprise Police Department is accepting applications for Police Cadet.

The testing schedule process is listed below. Tests will be scheduled until all open positions are filled and may be cancelled and/or changed at any time. You will need to be prepared to participate in each phase of the process. *If you are not available for one or more of the steps you will be disqualified.*

	Dates	Time	Location
Physical Agility Test (Cooper Standards) Approx. 1hour	October 9th, 2009 & October 10th 2009 (Applicant will be scheduled by Human Resources)	0800 to 1700 (Applicant will be scheduled by Human Resources)	Valley Vista High School 15550 N. Parkview Place Surprise, AZ 85374
Written Test (169 multiple choice questions) 2 ½ hour time limit	October 30th, 2009 & October 31st, 2009 (Applicant will be scheduled by Human Resources)	0800 to 1700 (Applicant will be scheduled by Human Resources)	Communiversity @ Surprise (Hosted by Rio Salado College) 15950 W. Civic Center Plaza, Surprise AZ 85374
Interview, Additional Testing	To be announced	To be announced	City of Surprise Public Safety Building 14250 W. Statler Plaza, Surprise AZ 85374

PLEASE NOTE:

- If you pass the Physical Agility Test, you will be invited to the Written Test. The Written test will be scheduled approximately three weeks after Physical Agility Test. Human Resources will schedule each applicant.
- If you pass the Written Test, you will be provided a Background Investigations Packet with a due date that will need to be turned into the Recruitment Unit. You will be contacted at a later date and scheduled for your interview.
- If you fail the Physical Agility Test and/or Written Test, you will be notified by email the week immediately following the test.
- Only those applicants who pass the Physical Agility Test and Written Test will move onto the Interview process.

Physical Agility Test: Please come dressed appropriately in shorts or sweatpants, a t-shirt and running shoes. The physical agility requirements are included in this packet of information.

Please arrive early, as individuals arriving late will not be permitted to participate in the testing process. All applicants must present picture identification at the time of the written test and physical agility test. To participate in the physical agility test, applicants must also bring the SURPRISE POLICE DEPARTMENT PHYSICAL FITNESS ASSESSMENT form.

Thank you for your interest in employment with the City of Surprise.



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10 WAYS TO BE AN OUTSTANDING CANDIDATE

1. PREPARATION: you must prepare for **EVERY** stage of the hiring process. This includes the initial testing process, interviews, background investigation, etc. The prepared are noticed and so are the unprepared. Be noticed for the right reasons! Prepare for commonly asked questions through various resources and talking with others now working in the field. Maintain physical fitness and practice wellness. Diligent preparation often makes the difference between successful and unsuccessful candidates. You certainly can be the **BEST PREPARED** candidate!

2. FOLLOW APPLICATION INSTRUCTIONS: you must read and follow meticulously all instructions. Application and background forms must contain **all** required information. Failure to follow written or verbal instructions reflects poorly on the applicant, and in some cases may result in disqualification. Public safety positions demand rigorous attention to detail and thoroughness. Sloppy, incomplete and error-filled paperwork may indicate an applicant's lack of attention to detail and an overall lack of professionalism.

3. HONESTY: in all phases of the selection process, be completely truthful. This means providing total and complete information. Information provided at each step of the process is validated against information that was previously provided. Dishonesty in any form will result in immediate disqualification—and is the #1 reason candidates are eliminated from the hiring process! Integrity, honesty and trustworthiness are essential. **Honesty is your responsibility,**

4. COMMUNICATIONS SKILLS: oral and written communications skills are critical in public safety occupations, and are emphasized in the testing process. Make eye contact with all panel members and practice concise, confident answers. Oral communications skills and the ability to establish rapport with an interview panel can be developed through practice and honest feedback from others.

5. KNOWLEDGE OF OCCUPATION & DEPARTMENT: applicants must have a solid knowledge of the specific duties and demands of the profession, as well as knowledge of the agency and the jurisdiction served. Good sources are the agency and city website, the agency's annual report, talking to agency employees, friends in the profession, and ride-a-longs. Failure to possess basic knowledge about the Department or the position being applied for indicates an applicant who is neither serious nor passionate about the profession or the Surprise Police Department.

6. PUNCTUALITY: arrive at **ALL** appointments at least 15 minutes early. Develop a habit of being early. Arriving late for scheduled appointments will not be accepted. Anticipate any possible cause for a delay. Poor time management skills will reflect negatively on applicants.

7. PROFESSIONAL BUSINESS ATTIRE: dress and groom professionally and conservatively during any interview, preferably a conservative business suit. You never get a second chance to make a First Impression. The Surprise Police Department expects professional, conservative dress and grooming. If you are unsure what constitutes conservative attire and grooming, ask someone who knows.

8. CANDOR & SINCERITY: demonstrate sincerity, candor, integrity, conviction and honesty. If you are not yourself, it will show! Avoid canned responses; we want to see who you are, how you think and what you value.

9. KNOW YOURSELF: know why you want to work in public safety, and how your background, skills and aptitude indicate success in performing specific duties. The Surprise Police Department wants to know your capability and potential to address the various issues and challenges faced in public safety.

10. LISTEN CAREFULLY: be an active listener, especially during the interview process. Listen carefully to the questions asked and think before you respond. Take a few seconds to formulate a thoughtful, concise answer. Active listening is a valuable skill in all jobs especially police work.

Good luck to you as you pursue a career with the Surprise Police Department!



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**Surprise Police Department
Police Recruit Physical Agility Standards**

These are the minimum times and numbers to pass the physical agility test

Males

Full Body Push Ups

AGE	20-29	30-39	40-49	50-59	60+
Number	29	24	18	13	10

1 Minute Sit Ups

AGE	20-29	30-39	40-49	50-59	60+
Number	38	35	29	24	19

Timed 1.5 Mile Run

AGE	20-29	30-39	40-49	50-59	60+
Number	12:29	12:53	13:50	15:14	17:19



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**Surprise Police Department
Police Recruit Physical Agility Standards**

These are the minimum times and numbers to pass the physical agility test

Females

Full Body Push Ups

AGE	20-29	30-39	40-49	50-59	60+
Number	15	11	9		

1 Minute Sit Ups

AGE	20-29	30-39	40-49	50-59	60+
Number	32	25	20	14	6

Timed 1.5 Mile Run

AGE	20-29	30-39	40-49	50-59	60+
Number	15:05	15:56	17:11	19:10	20:55



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SURPRISE POLICE DEPARTMENT

14250 West Statler Plaza

Surprise, AZ 85374

Daniel R. Hughes, Chief of Police

POLICE RECRUIT INFORMATION



Thank you for considering the Surprise Police Department as a career choice. We consider your interest a compliment. Our department is a professional and progressive agency, which is always in search of career minded, qualified people to join our staff.

Applications must be submitted through the City of Surprise on-line application system, SOAR, and will be held on file for review during the next recruitment process. Failure to report for any phase of the testing shall result in disqualification from the current process. Re-application is permitted at any time except for candidates disqualified for reasons of prior felony convictions or non-correctable selection criteria.

SALARY & BENEFITS

Police Recruit: \$22.56 per hour (While attending Police Academy)

Police Officer \$25.26 per hour (Starting Salary)
\$35.37 per hour (Top Salary)

-Paid Time Off accrued throughout year to equal 2 weeks the first year
-Deferred Compensation plans

-4-10 Hour Workdays
-Paid Overtime or Comp Time
-Health, Dental and Vision Plans
-Life Insurance Plans
-Uniform Allowance (\$1,200 year)

-Public Safety Retirement Program
-Bereavement Leave
-Promotional Opportunities
-11 Paid Holidays per Year
AN EQUAL OPPORTUNITY EMPLOYER



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ELIGIBILITY REQUIREMENTS

Before appointment or attending an academy, a person shall meet the following minimum qualifications:

1. Shall be a United States Citizen.
2. Shall be at least 21 years of age, except that a person may attend an academy if s/he will be 21 years of age prior to graduating.
3. Shall be a high school graduate or have successfully completed a General Educational Development (G.E.D.) examination.
4. Shall have undergone a complete background investigation which meets the standards of Section R13-4-106 of the Arizona Peace Officer Standards and Training Board (AZPOST) Regulations, except that an applicant may begin an academy prior to the return of the results of the fingerprint check. However, the applicant may not graduate from the academy nor the agency receives reimbursement for an applicant for which qualifying return results have not been obtained. The background shall attest to the fact that the person meets minimum qualifications, has not engaged in conduct that would jeopardize public trust in the law enforcement profession and is of good moral character.
5. Shall have undergone a medical examination which meets the standards of Section R13-1-107 of the AZPOST Regulations, within one year to appointment. An examination preceding an appointment by more than one-hundred and eighty days shall require the submission of a written statement from the applicant that his/her condition has not changed since the examination.
6. Shall not have been convicted of a felony or any offense that would be a felony if committed in Arizona.
7. Shall not have been dishonorably discharged from the United States Armed Forces.
8. Shall not previously have had their certified status denied revoked or have his/her current certified status under suspension pursuant to Section R13-4-109 of AZPOST Regulations.
9. Shall not have illegally sold, produced, cultivated, or transported marijuana for sale.
10. Shall not have illegally used marijuana for any purpose within the past three (3) years.
11. Shall not have used marijuana other than for experimentation.
12. Shall not have illegally used marijuana while employed or appointed as a peace officer.
13. Shall not have illegally sold, produce, cultivated, or transported for sale, any dangerous drugs or narcotics, other than marijuana.
14. Shall not have illegally used dangerous drugs or narcotics other than marijuana, for any purpose within the past seven (7) years.
15. Shall never have illegally used dangerous drugs or narcotics other than for experimentation.
16. Shall not have illegally used dangerous drugs or narcotics while employed or appointed as a peace officer.
17. Shall not have a pattern of abuse of prescription medication.
18. Shall have undergone and passed a Board-approved drug screening test, and polygraph examination, which polygraph examination relates to the provisions of subsection (A) (9-17) of the AZPOST Regulations.

NOTE: Applicants for the Surprise Police Department are given both the drug screen and polygraph.

19. Shall not have been convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with such frequency so as to indicate disrespect for traffic laws and a disregard for the safety of other person on the highway within the past three (3) years.
20. Shall have read the Code of Ethics in subsection (E) and affirmed by signature the applicant's understanding and agreement to abide by the Code.

NOTE: The use of an illegal drug is presumed to be not for experimentation if:

1. The use of marijuana exceeds a total of 20 times or exceeds 5 times since the age of 21 years.
2. The use of dangerous drugs or narcotics, other than marijuana, exceeds a total of five (5) times, or exceeds one (1) time since the age of 21 years.

The Surprise Police Department shall have the authority to deny or revoke the employment of any person submitting false information on their application for employment.



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Surprise Police Department PEACE OFFICER CERTIFICATION

All non-certified candidates MUST attend and successfully complete a 16-week basic training course at the one of the Arizona Law Enforcement Academies in Phoenix, Arizona. The Academies place emphasis on physical conditioning, and the recruit also receives instruction on the following subjects:

- ❖ History of Law Enforcement
- ❖ Administration of Justice
- ❖ Probable Cause
- ❖ Fingerprinting
- ❖ Traffic Law
- ❖ Patrol Procedure
- ❖ Report Writing
- ❖ Firearms
- ❖ Rules of Evidence
- ❖ Collect/Preservation of Evidence
- ❖ Organized Crime
- ❖ Accident Investigation
- ❖ Auto Theft
- ❖ Crowd Control
- ❖ Forgery
- ❖ Recovery of Hazardous Mat.
- ❖ Sex Crimes
- ❖ Theft/Burglary
- ❖ Interviews/Interrogations
- ❖ Cultural Diversity
- ❖ Intro. to Law Enforcement
- ❖ Constitutional Law
- ❖ Laws of Arrest
- ❖ Ethics and Professionalism
- ❖ First Aid
- ❖ Radio Procedure
- ❖ Criminal Law
- ❖ Arrest Tactics
- ❖ Courtroom Procedure
- ❖ Search and Seizure
- ❖ Use of Force
- ❖ Drug Enforcement
- ❖ Traffic Direction
- ❖ Defensive Driving
- ❖ Crime Resistance
- ❖ Assault
- ❖ Robbery
- ❖ Homicide
- ❖ Street Awareness
- ❖



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SURPRISE POLICE RECRUIT/OFFICER SELECTION PROCEDURES

PHASE I

APPLICATION: The application for employment and associated documents **MUST** be accurately and completely filled out and returned to the City of Surprise Human Resources Department prior to the application-filing deadline.

PHYSICAL AGILITY: All candidates **MUST** take a physical agility test based upon the Cooper's Standards of Physical Fitness according to gender and age.

WRITTEN EXAMINATION: Candidates shall take an entry level written examination. Candidates **MUST** pass this examination to proceed further in the selection process.

PHASE II

BACKGROUND INVESTIGATIONS: A thorough background investigation will be conducted on each candidate who is considered for employment. This investigation will be based upon information supplied by the candidate. You **MUST** be aware that sensitive or confidential aspects of your personal life may be explored.

FINGERPRINT CHECK: Selected candidates will be fingerprinted and the prints submitted to the FBI and the Arizona Department of Public Safety.

CONDITIONAL JOB OFFER: A conditional job offer will be made to candidate(s) who are being considered for employment. The job offer means that a candidate **MUST** successfully complete the remainder of the testing process before a **FINAL** job offer will be made to the candidate.

POLYGRAPH EXAMINATION: Select candidates will be given a polygraph examination by a licensed polygraph examiner. The candidate will be asked questions in the areas of:

- falsifying information on the application
- whether they have committed a criminal offense
- whether they have sold or used illegal drugs
- work history, including employment history, resignations, and terminations
- criminal history
- driving history

PSYCHOLOGICAL EXAMINATION: Selected candidates will be tested by a qualified professional determine their emotional stability and psychological fitness for police work.

MEDICAL EXAMINATION: Select candidates shall be given a medical examination by a licensed physician. This examination will include a drug screen.



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PHASE III

COMMAND STAFF REVIEW: The candidate's entire selection packet is reviewed by the Department's Command Staff and appropriate recommendations are made to the Chief of Police regarding the hiring potential of the candidate.

INTERVIEW WITH THE CHIEF OF POLICE: Upon the Command Staff's recommendation, the Chief of Police makes the final hiring decision and has an interview with the candidate.

FINAL JOB OFFER: After the interview with the Police Chief and a selection or hiring decision is made, a final job offer is made to the selected candidate. The candidate will either begin the Police Basic Training Academy or start into the Department's fifteen (15) week Field Training Program.



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POLICE RECRUIT/OFFICER BACKGROUND INVESTIGATION

A thorough background will be conducted on each candidate being considered for employment. This investigation will explore sensitive and confidential aspects of your personal life which may include current and prior employment, disciplinary actions, military service, driving, financial, and arrest history, illegal activities, substance abuse, emotional stability and mental health history, absenteeism, and personal conduct. Areas of concern which may result in a negative hiring decision are as follows:

- Falsification of information provided on the employment application or background investigation questionnaire
- Excessive Drug Use
- A history of conduct that would jeopardize public trust in the law enforcement profession
- Conviction of a felony or any offense that would be a felony if committed in Arizona
- Dishonorable discharge from the United States Armed Forces
- Illegal sale, production, cultivation or transportation of marijuana or any other dangerous drugs or narcotics
- Illegal use of marijuana for any purpose within the past three (3) years
- Illegal use of dangerous drugs or narcotics other than marijuana, for any purpose within the past (7) years
- Illegal use of dangerous drugs, narcotics, or marijuana other than for experimentation
- Pattern of abuse of prescription medication
- Conviction/adjudication of violation of traffic regulations governing the movement of vehicles with such frequency so as to indicate a disrespect for traffic laws and a disregard for the safety of other persons on the highway within the past three (3) years

NOTE: The use of illegal drug is presumed to be not for experimentation if:

1. The use of marijuana exceeds a total of twenty (20) times or exceeds five (5) times since the age of twenty-one (21) years.
2. The use of dangerous drugs or narcotics, other than marijuana, exceeds a total of five (5) times, or exceeds one (1) time since the age of twenty-one (21) years.

The Surprise Police Department shall have the authority to deny or revoke the employment of any person submitting false information or misrepresents themselves during the recruitment process.