



## City of Orange Police Department HIRING PROCESS

The eight steps below are designed to identify those best qualified for a law enforcement career with the Orange Police Department:

**STEP 1: Apply** – [www.governmentjobs.com/careers/orange](http://www.governmentjobs.com/careers/orange). All applications are screened for minimum qualifications.

**STEP 2: Physical Agility Test (PAT)** – Candidates meeting the minimum qualifications will be invited to participate in the PAT. The PAT consists of a 500 yard run, a 99-yard obstacle course, a six-foot solid wall jump, a six-foot chain link fence jump, and a 165-pound dummy drag.

**STEP 3: Written Examination** – Those who pass the PAT will be invited to take the written examination (passing score is 42 or higher). The most qualified applicants will be selected to continue to the next phase.

**STEP 4: Oral Interview** – The candidates who are successful in the first three steps will be invited to interview before a police department personnel panel. The interview board asks job-related questions designed to assess the applicant's knowledge and skills.

**STEP 5: Pre-Polygraph Questionnaire and Interview** – Those successful in the interview will be given a background packet (Personal History Statement) and will be interviewed by an Orange Police Department background investigator.

**STEP 6: Polygraph and Background Investigation** – During a thorough background investigation, a polygraph is used to confirm information on the pre-polygraph questionnaire, the application form, present and past use of narcotics or drugs and any previous job-related problems. The background investigator will contact employers, references, family members, neighbors, and others to assess the applicant's character. The background investigation normally takes between four and eight weeks to complete. Applicants may be scheduled for a ride-along after they have submitted their background

packet to help candidates learn more about Orange's policing philosophy. Laterals may schedule ride-a-longs after successful completion of the oral interview.

**STEP 7: Interview with Chief of Police** – Applicants who successfully complete the background process will be invited to an interview with the Chief of Police. Candidates who are successful in passing their Chief's interview will receive a conditional job offer contingent on passing the medical and psychological exams.

**STEP 8: Medical and Psychological Exam** – These exams are conducted to determine the applicant's fitness for duty.

After completion of these steps, the successful applicant can begin his or her career in law enforcement. Recruits are scheduled for the police academy at Golden West or the Orange County Sheriff's Academy. Academy graduates and lateral officers from other police agencies are assigned directly to Field Training Officers for their assignments in Patrol.

### **Employment FAQs**

**What qualities and characteristics does the Orange Police Department look for in police officer candidates?** The Orange Police Department's core values are Character, Commitment, Communication, and Competency. The Orange Police Department is seeking candidates whose values and actions are consistent with ours. These traits include – integrity, professionalism, good communications skills, good judgment/common sense, courage, self-motivation, knowledge of the job and justice system, good decision making, enthusiasm and team-oriented.

**What kinds of education and experience should I consider before applying to become a police officer with the City of Orange?**

1. **Education:** Most of the progressive agencies in California place a high value on a college education. An AA is a good start; however, a Bachelor's Degree is preferred. The choice of a major is not nearly as important as the commitment and college experience itself.
2. **Work experience:** A track record as a dependable and reliable employee is just as important as education. The best predictor of future behavior is past performance. Positive

job references from a reputable employer are extremely important. Any consistent employment is helpful; however, jobs which emphasize public contact, interpersonal communications, dependability and responsibility are the most important.

3. **Law enforcement Exposure:** Make an ongoing effort to learn about law enforcement. Most agencies have part-time positions, including cadets, community service officers, police aides, and public safety aides. All provide exposure to the law enforcement environment. Agencies also have volunteer programs that can provide similar exposure and may also lead to employment opportunities.
4. **Physical fitness:** Start an ongoing physical fitness program, since you will need to be in good physical condition to successfully compete for employment and complete a police academy.
5. **Moral character:** Realize that any poor choices you make, especially as an adult, could jeopardize a future law enforcement career. While perfection is not expected or required, drug use, theft, dishonesty and poor judgment end many careers before they get started.
6. **Balance:** Above all, successful law enforcement applicants tend to be those who have balance in their lives. All of the above factors are important and development of one to the exclusion of the others will probably frustrate your career efforts.

**What are the physical requirements of police officer candidates?** Weight must be in proportion to height; good physical condition as determined by an examining physician approved by the City of Orange; vision must be 20/100 or better in each eye without correction, correctable to 20/20 in the better eye and not less than 20/30 in the lesser eye; and normal color vision.

**Do you have to be a United States citizen to become a police officer?** Yes. California State law (California Government Code, sec. 1031) requires that peace officers be U.S. citizens or permanent resident aliens who are eligible for citizenship. The Orange Police Department will allow you to test for the position of police officer while your application is being processed for citizenship, however, you will not be given a job offer until your citizenship is granted.

**What is a "Lateral Transfer"?** This classification is for experienced police officers who have graduated from a P.O.S.T. certified basic academy, completed a probation period of full-

time sworn police experience and be in possession of a California P.O.S.T. Basic Certificate at the time of filing the employment application.

**Do you accept police officer lateral transfers?** Yes. We accept applications for lateral transfer on an as-needed basis and we will screen and process applicants every few months as needed. There is some flexibility on the education, depending on your experience.

**What is the process for an out of state lateral officer applicant?** All out of state applicants will need to complete a California Peace Officer Standards & Training (P.O.S.T.) academy, regardless of whether they have attended a police academy in another state. However, P.O.S.T. does have exceptions and on-line courses that will fulfill this requirement. Each out-of-state lateral will have to contact P.O.S.T. to determine what they must do to obtain a P.O.S.T. certificate.

**What is P.O.S.T.?** The California Commission on Peace Officer Standards and Training (P.O.S.T.) is responsible for regulating and certifying all law enforcement agencies in the state. The Commission's goal is to concentrate its services on the three ingredients believed to be most critical to effective law enforcement: Meeting the statewide need for consistent peace officer selection standards by developing and updating job-related selection standards. Assuring that California peace officers have access to appropriate training to acquire the skills, knowledge, attitudes and behaviors which are consistent with the requirements and expectations of professional competence associated with the job at each career and experience stage. Fostering and facilitating healthy and productive organizational environments in which officers work by providing a system of leadership development programs and offering management counseling services. The Commission on P.O.S.T. is a state agency which was formally established in 1959. It consists of 14 members, 13 of whom are appointed by the Governor with the advice and consent of the Senate, for three-year overlapping terms. Commissioners are selected to provide a balanced group of city and county administrators, law enforcement professionals, educators, and public members. The State Attorney General is a Commissioner by law.

The POST Advisory Committee is the Commission's "sounding board" and provides input on many of the Commission's complex issues. The Advisory Committee represents the major

associations and organizations within California's law enforcement community. Educators and public members also serve on the Committee.

The POST Commission establishes minimum selection and training standards, provides counseling on improving management practices, and provides financial assistance to agencies to support the training of their peace officers, dispatchers and para-professional employees. Other major responsibilities include: Administering a professional certificate program for peace officers, reserves and dispatchers; Incorporating instructional technology in training; Conducting feasibility studies regarding peace officer status; and implementing statutory mandates as required. For more information about P.O.S.T. visit their web page at [www.post.ca.gov](http://www.post.ca.gov).

**What is a P.O.S.T. Certificate?** The POST Basic Certificate is the first of several levels of professional peace officer certificates issued by the state. The POST Basic Certificate is required within 18 months of being appointed as a peace officer. You can obtain a California Basic POST Certificate in two ways:

- Seek employment with an agency that sponsors recruits through a POST basic police academy.
- Sponsor yourself through one of the POST basic police academies which accepts independent recruits.
- These basic police academies are operated by several community colleges throughout the state, including Fullerton, Golden West & Rio Hondo.

For more information on POST certificates, refer to the California POST website: [www.post.ca.gov](http://www.post.ca.gov).

**During the testing process, do you receive additional points for being in the military service?** No. However, military service, education, training and/or work experience will be included in your background file for review by the administration during the selection process.

**How long is the training period for an entry level police recruit?** As an entry-level officer, you will need to complete the Basic Academy, which may range from 664 hours to 980 hours depending upon which academy is attended. After completion of the academy, you must

successfully complete a 16-week training program provided by the Orange Police Department.

**Will I be paid while I attend the academy?** Yes. While attending the police academy you will receive the regular salary for a police recruit.

**Do you have to live at the academy?** No. The general hours of the academy are 0700-1600 with weekends and holidays off. (All time requirements are subject to each respective academy's discretion.)

**How do I apply if I have already completed the P.O.S.T. Basic academy?** We accept applications from academy graduates on an as-needed basis.

**Do you have to live in Orange?** No. You do not need to be a resident of the City of Orange, but you do need to be a resident of the State of California.

**Do you have a tuition reimbursement program?** Yes. The City of Orange does offer a tuition some reimbursement for educational and professional development.

**What kind of work schedule do the patrol officers have?** Patrol officers work three 12.5-hour days per week with an additional 7.5-hour payback day once every three weeks. All other sworn and non-sworn personnel work a 4/10 work schedule.