



OTTAWA POLICE DEPARTMENT

Police Officer Hiring Packet

Application Checklist

- Completed City of Ottawa Employment Application through HR-E Partners website.
- Completed Screening Questionnaire before the written examination.

Please read the entire packet before the written testing date.

Direct questions on the HR-E Partners application to Human Resources at 785-229-3634 or email humanresources@ottawaks.gov.

Direct questions of the application process to Lieutenant Adam Weingartner at 785-242-2561 Ext 404 or email aweingartner@ottawaks.gov.

Department Information
Salary, Benefits
Hiring Process Outline

A MESSAGE FROM CHIEF DENNIS BUTLER

I am proud to welcome you to the Ottawa Police Department's hiring process.

Ottawa maintains a modern, highly trained and well-equipped police department, with a current authorized strength of 28 sworn officers. The basic mission of the Ottawa Police Department is to maintain law and order, protect persons and property, apprehend persons suspected of crime, direct and control traffic, investigate traffic accidents, and enforce all state and city criminal laws.

The Department is committed to community policing; a partnership of police officers and citizens working together to address crime and neighborhood quality-of-life issues. In fulfilling their roles, the men and women of the Police Department are guided by the following values: "human life, integrity, the laws and Constitution, excellence, accountability, cooperation, problem-solving, our-selves, and our role in the community." We are also committed to employing a diverse workforce to better serve our community.

It is our partnership with the people of Ottawa that makes our policing efforts successful. Our community policing philosophy extends from liaisons with the Chamber of Commerce to a resource officer in schools, the D.A.R.E. Program and summer camp, from officers who live within the city they serve.

Thank you for taking the time to participate in the hiring process and good luck.

Sincerely,
Dennis P. Butler
Chief of Police

DEPARTMENT INFORMATION

The Ottawa Police Department is a modern, highly motivated department with an authorized strength of 28 officers. The Department serves a population of approximately 12,800 covering 12 square miles. The city has three major highways intersecting in Ottawa, Interstate 35, US 59 Highway and Kansas 68 Highway.

Officers hired attend the Kansas Law Enforcement Training Center academy for 14 weeks. Upon graduation officers complete an 11 week Field Training Officer Program. Previously certified officers may complete a shortened field training program at the discretion of the Chief of Police. The Department has two divisions: Patrol and Detectives. The Patrol Division is staffed by a commander, 4 Sergeants and 12 Police Officers. There are four patrol shifts that operate on a 12-hour rotation from 8 a.m. to 8 p.m. for day shift and 8 p.m. to 8 a.m. for night shift. Using the 12-hour shifts, officers have two weekends off each month, one a four day weekend and the other a three day weekend. Detectives are assigned through a competitive lateral-transfer process and work normally Monday through Friday from 8 a.m. to 5 p.m. and are subject to call out after work hours.

Advancement/promotion opportunities include Master Police Officer, Detective, Domestic Violence/Sexual Assault Detective, Drug Enforcement Unit Detective, School Resource Officer, Dare Officer, STAR Team (Special Tactics and Rescue), Sergeant, Lieutenant, Captain and Chief of Police.

The Department operates out of a Law Enforcement Center built in 2003. The Department has a full service work out facility including free weights, nautilus machines, treadmill, and aerobics area. The Kansas Bureau of Investigation has two agents in the Law Enforcement Center. Patrol cars are equipped with laptop computers, moving and stationary radar, Stinger tire deflation system, AR-15, Less Lethal Shotgun, PBT, window tint meter, traffic cones and wand, first aid kit, in-car digital video camera and a digital camera for scene photos. The Department also has a firearms range. The range is used by area law enforcement agencies including the Olathe Police Department, Shawnee Police Department, KU Police Department and several federal agencies. The range has a combat course range, steel plate range and paper target range out to 200 yards, and is equipped for night shooting.

Officers are issued all equipment except boots. Uniforms are dry cleaned with pick-up and drop in the Law Enforcement Center. Currently, Officers carry the Glock G-31, .357 Sig handgun, Taser X-26, expandable baton, pepper spray, handcuffs, and Stinger flashlight.

We encourage all officers to use all the tools, equipment and opportunities given to them to make them the best, healthiest and safest officers we can.

Minimum Qualifications

- Applicants must be 21 years of age at the time of appointment.
- High School graduate or GED.
- Resident of Franklin County 1 year after appointment.
- Possess a valid driver's license with a current address upon appointment.

Automatic Disqualifiers

- Convicted of, or admission to a felony or any offense that would be constituted as a felony within the State of Kansas or the United States.
- Convicted of, or admission to, or diversion of, or took part in the commission of a Class "A" or "B" misdemeanor or similar crime from another state within the past three years or been convicted of any crime of a sexual nature.
- Has been dishonorably discharged from any branch of the United States Armed Forces.
- Has had state certification as a Law Enforcement Officer denied, revoked or suspended.
- Falsified or lied about any information requested on a questionnaire or application as part of the hiring process.
- Exhibited any conduct or a pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.
- If an applicant is eliminated from any step in the initial screening process (fails to return completed Questionnaire; fails written entrance exam or physical agility test; or fails initial background check), they are not eligible to re-apply for the Police Officer position with the City of Ottawa for a period of one (1) year.
- If an applicant completes the initial screening process (oral interview is the final step in the initial process) and is not hired or placed on a hiring eligibility list, the applicant is not eligible to re-apply for the Police Officer position with the City of Ottawa for a period of three (3) years.

DRUG / ALCOHOL USAGE

- Have used marijuana within the past three years.
- Have used any other illegal drug within the last five years.
- Have an established pattern of prescription medication abuse.
- Have an established pattern of alcohol abuse.

DRIVING RECORD

- Have had a Driving under the Influence (DUI) conviction or diversion as an adult within the last five years or show a pattern of traffic law violations that indicate disrespect for traffic laws and disregard for public safety; or have had their driver's license suspended or revoked within the past three years.

Hiring and Selection Process

1. Submission of completed City of Ottawa application and Personal History Statement. Once completed applicant will receive an information packet and admission letter for the written test and physical agility test. ***Photo identification is required for entry to the written examination.***
2. Written aptitude test with a minimum score of 70% in each section (Mathematics; Reading; Comprehension; Identification of errors in grammar, punctuation, and spelling; and Writing Skills).
3. Physical Agility Test. Failure of any part of the physical agility test will result in automatic disqualification from the rest of the current hiring process.
4. Oral Board Interview. There could be up to two oral interviews with interview panel.
5. Interview with the Chief of Police.
6. Background Check. This may include, but is not limited to verification of references; education; previous employment; criminal history; driving record and credit history.
7. Polygraph examination administered to top candidate(s).
8. Post-Offer Drug Screen: Candidates are required to have a post-offer drug screen within 24 hours of the conditional job offer.
9. Post-Offer Psychological Test. A standardized psychological test will be given to those who are offered a position.
10. Post-offer Physical. Those individuals offered a position are required to pass a post-offer physical. The physical will determine if the applicant is able to perform the essential functions of the position with or without accommodations. The physical will consist of a back assessment and lift test, audiometry, vision test, EKG, CBC, cholesterol, routine urinalysis and chest x-ray (if medically necessary). Vision must be correctable to 20/20, those with vision worse than 20/40 may be required to wear vision correction devices, normal depth, color and peripheral vision are required. Hearing sensitivity must be within normal range. Height and weight must be in such proportion as is acceptable to an examining physician.

Ottawa Police Department

New Applicant Testing Physical Agility Course Scoring

Directive 6.3 Fitness Testing & Wellness Appendix A

Participants are required to participate in and maintain a minimum score of 200 points on this portion of the fitness test. Failure to score at least 200 points will eliminate the applicant from the process.

Events will be described but refer to score sheet for actual point value.

Pistol Trigger Pull: Participants must demonstrate hand strength of both hands by simulating the firing of a double action semi-automatic pistol. Taking the pistol in the participants strong hand in a simulated one-hand firing position, the participant will have 30 seconds to cycle the trigger 30 times. The same condition is repeated using the weak hand and cycling the trigger 10 times in 30 seconds. Scoring is pass/fail. Failure is an automatic eliminator from the process.

Shotgun: Participants will be required to demonstrate the functioning of a standard police issue 12 gauge pump shotgun, loaded with 5 dummy rounds. Bringing the shotgun to the participants shoulder on the strong side, the participant will pull the trigger and cycle the shotgun through 5 times consecutively. Scoring is pass/fail. Failure is an automatic eliminator from the process.

The remainder of the physical agility test is based on a total minimum score of 200 out of 500 available points. Each event (A-E) is scored with a maximum of 100 points. Standards will be given prior to each test. Failure to achieve 200 points is an automatic disqualifier.

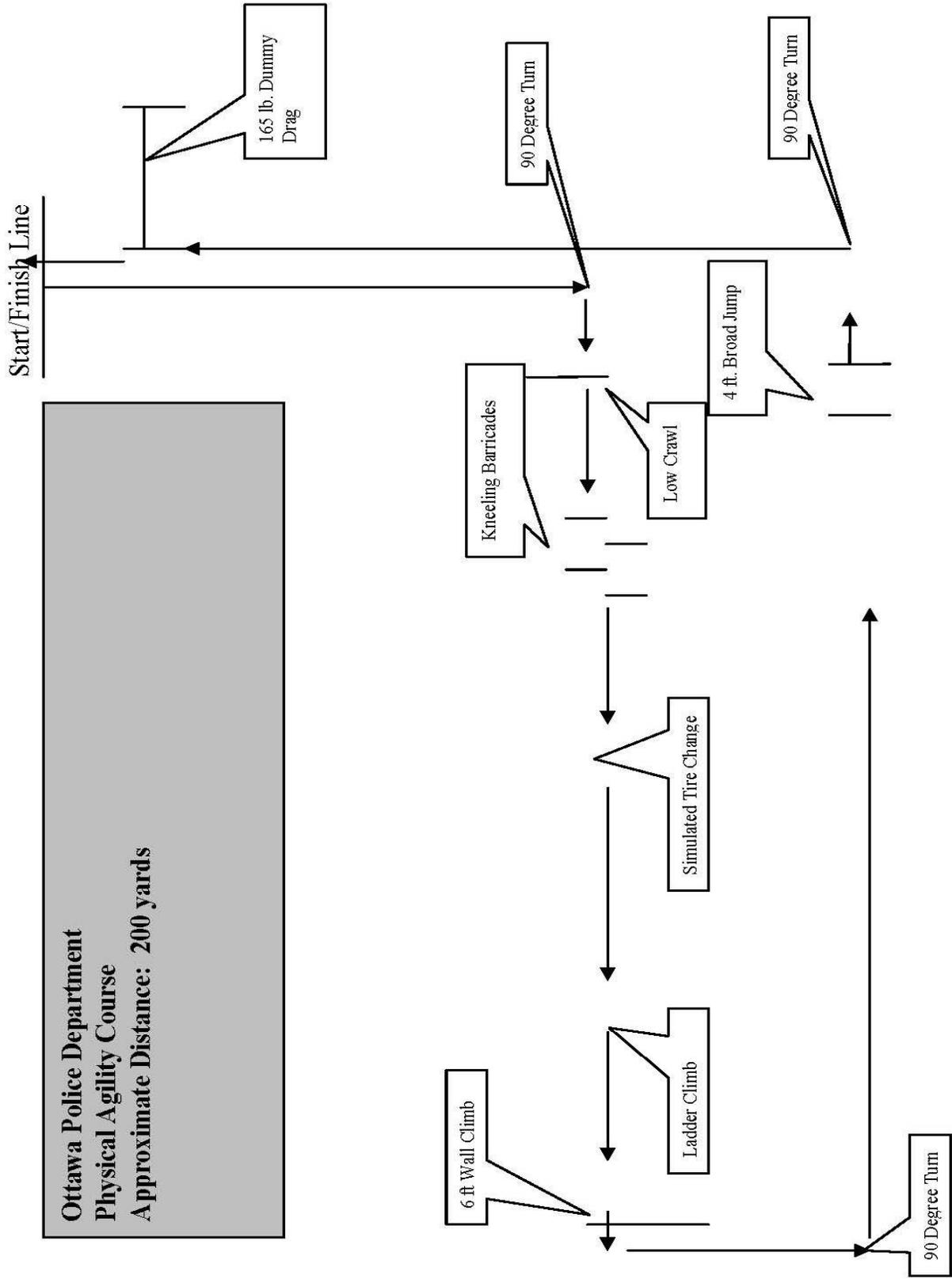
- A. **Bench Press** - Participants are required to demonstrate upper body strength by bench pressing 50% of their body weight. An Olympic style fee weight system will be used. Lying on the back, the participant will grasp the bar and extend to arms length. Participants will then lower the bar until it touches the participant's chest and then extend the bar to arms length. This will be done as many times as possible, with no time requirement. Participants may only rest with the bar in the full arm extended position. The weights and bar will be no more than 5 lbs., + or -, of 50% of the participants body weight.

- B. **Sit and Reach** – Participants are required to demonstrate lower back flexibility. Sitting with legs straight, feet against the measuring block with a ruler between the feet with 15 inches beginning at the contact point of the feet and block. With the participants hands together, fingers pointing forward and bending at the waist, reach as far as possible along the scale. No lunging is allowed. The best of 3 tries will count for score.

- C. **Sit-ups** – Participants will demonstrate middle body strength. Lying on the back, knees bent, hands no further forward than the fingertips placed at the rear of the participant’s ears, and participant will rise up and touch their elbows to the knees. Participant will complete as many sit-ups as possible in 60 seconds. Feet of the participant may be held in place by an assistant.
- D. **One Mile Run/Walk (1600 meter track may be substituted)** – Participants are to demonstrate cardiovascular conditioning. This will be done over a measured one mile course (1600 meter track may be substituted). Participants will travel the measured course as rapidly as possible.
- E. **Obstacle Course** – Participants will demonstrate full mobility and over all body strength. Participants are required to complete the obstacle course and make at least two attempts at each station before going to the next, should they be unable to complete that phase of the course. Ten points will be deducted from each of the four main phases, excluding weight drag, should they not be successfully completed. The course will cover approximately 200 yards and will contain each of the following five phases.
1. Ladder climb, 10 feet. Each ladder rung must be used up and down.
 2. Going over a 6 foot wall.
 3. Dragging, or carrying, a 165 lb weight for 25 feet (Failure to drag dummy is automatic eliminator from remainder of process).
 4. Pulling a tire, and rim, from a wheel-mount, placing it flat on the ground, and then returning it back to the mounted position. (This must be done facing the tire, as a normal tire change would require).
 5. Four foot broad jump.

There will be additional phases to the course. See map for course diagram.

**Ottawa Police Department
Physical Agility Course
Approximate Distance: 200 yards**



Scoring

Bench Press

<u>#</u>	<u>Score</u>						
30	– 100	22	– 76	14	– 52	7	– 31
29	– 97	21	– 73	13	– 49	6	– 28
28	– 94	20	– 70	12	– 46	5	– 25
27	– 91	19	– 67	11	– 43	4	– 0
26	– 88	18	– 64	10	– 40	3	– 0
25	– 85	17	– 61	9	– 37	2	– 0
24	– 82	16	– 58	8	– 34	1	– 0
23	– 79	15	– 55				

Sit & Reach

<u>#</u>	<u>Score</u>				
20	– 100	13	– 65	6	– 30
19	– 95	12	– 60	5	– 25
18	– 90	11	– 55	4	– 20
17	– 85	10	– 50	3	– 15
16	– 80	9	– 45	2	– 10
15	– 75	8	– 40	1	– 5
14	– 70	7	– 35		

Sit-ups

<u>#</u>	<u>Score</u>						
40	– 100	30	– 70	20	– 40	10	– 10
39	– 97	29	– 67	19	– 37	9	– 9
38	– 94	28	– 64	18	– 34	8	– 8
37	– 91	27	– 61	17	– 31	7	– 7
36	– 88	26	– 58	16	– 28	6	– 6
35	– 85	25	– 55	15	– 25	5	– 5
34	– 82	24	– 52	14	– 22	4	– 4
33	– 79	23	– 49	13	– 19	3	– 3
32	– 76	22	– 46	12	– 16	2	– 2
31	– 73	21	– 43	11	– 13	1	– 1

One Mile Run

<u>Time</u>	<u>Score</u>					
0:00 – 7:30	– 100	9:10 – 79	10:55 – 58	12:40 – 37	14:25 – 16	
7:35 – 99		9:15 – 78	11:00 – 57	12:45 – 36	14:30 – 15	
7:40 – 98		9:20 – 77	11:05 – 56	12:50 – 35	14:35 – 14	
7:45 – 97		9:25 – 76	11:10 – 55	12:55 – 34	14:40 – 13	
7:50 – 96		9:30 – 75	11:15 – 54	13:00 – 33	14:45 – 12	
7:55 – 95		9:35 – 74	11:20 – 53	13:05 – 32	14:50 – 11	
8:00 – 94		9:40 – 73	11:25 – 52	13:10 – 31	14:55 – 10	
8:05 – 93		9:45 – 72	11:30 – 51	13:15 – 30	15:00 – 9	
8:10 – 92		9:50 – 71	11:35 – 50	13:20 – 29	15:05 – 8	
8:15 – 91		9:55 – 70	11:40 – 49	13:25 – 28	15:10 – 7	
8:20 – 90		10:00 – 69	11:45 – 48	13:30 – 27	15:15 – 6	
8:25 – 89		10:05 – 68	11:50 – 47	13:35 – 26	15:20 – 5	
8:30 – 88		10:10 – 67	11:55 – 46	13:40 – 25	15:25 – 4	
8:35 – 87		10:15 – 66	12:00 – 45	13:45 – 24	15:30 – 3	
8:40 – 86		10:20 – 65	12:05 – 44	13:50 – 23	15:35 – 2	
8:45 – 85		10:25 – 64	12:10 – 43	13:55 – 22	15:40 – 1	
8:50 – 84		10:30 – 63	12:15 – 42	14:00 – 21	15:45 – 0	
8:55 – 83		10:35 – 62	12:20 – 41	14:05 – 20	15:50 – 0	
9:00 – 82		10:40 – 61	12:25 – 40	14:10 – 19	15:55 – 0	
9:05 – 81		10:45 – 60	12:30 – 39	14:15 – 18	16:00+ – 0	
9:10 – 80		10:50 – 59	12:35 – 38	14:20 – 17		

Obstacle Course

<u>#</u>	<u>Score</u>				
0:00 – 1:15	– 100	1:36 – 79	1:56 – 59	2:16 – 39	2:36 – 19
1:16 – 99		1:37 – 78	1:57 – 58	2:17 – 38	2:37 – 18
1:17 – 98		1:38 – 77	1:58 – 57	2:18 – 37	2:38 – 17
1:18 – 97		1:39 – 76	1:59 – 56	2:19 – 36	2:39 – 16
1:19 – 96		1:40 – 75	2:00 – 55	2:20 – 35	2:40 – 15
1:20 – 95		1:41 – 74	2:01 – 54	2:21 – 34	2:41 – 14
1:21 – 94		1:42 – 73	2:02 – 53	2:22 – 33	2:42 – 13
1:22 – 93		1:43 – 72	2:03 – 52	2:23 – 32	2:43 – 12
1:23 – 92		1:44 – 71	2:04 – 51	2:24 – 31	2:44 – 11
1:24 – 91		1:45 – 70	2:05 – 50	2:25 – 30	2:45 – 10
1:25 – 90		1:46 – 69	2:06 – 49	2:26 – 29	2:46 – 9
1:26 – 89		1:47 – 68	2:07 – 48	2:27 – 28	2:47 – 8
1:27 – 88		1:48 – 67	2:08 – 47	2:28 – 27	2:48 – 7
1:28 – 87		1:49 – 66	2:09 – 46	2:29 – 26	2:49 – 6
1:29 – 86		1:50 – 65	2:10 – 45	2:30 – 25	2:50 – 5
1:30 – 85		1:51 – 64	2:11 – 44	2:31 – 24	2:51 – 4
1:31 – 84		1:52 – 63	2:12 – 43	2:32 – 23	2:52 – 3
1:32 – 83		1:53 – 62	2:13 – 42	2:33 – 22	2:53 – 2
1:33 – 82		1:54 – 61	2:14 – 41	2:34 – 21	2:54 – 1
1:34 – 81		1:55 – 60	2:15 – 40	2:35 – 20	2:55+ – 0
1:35 – 80					