

# CITY OF TUSCALOOSA

## POLICE PATROL OFFICER

### APPLICATION REQUIREMENTS

#### GENERAL INFORMATION & APPLICANT REQUIREMENTS

The selection process for police officer positions is an extremely detailed and lengthy process. The current starting salary for Police Patrol Officer is \$35,917.27 per year. Each applicant must be a United States citizen and at least twenty-one (21) years of age for the position of Police Patrol Officer Trainee. Applicants must have had no convictions for serious traffic infractions over the preceding five (5) years and must, at the time of hire, possess a valid Alabama State Driver's License. Applicants must have had no convictions of felony crimes or misdemeanors involving moral turpitude. Applicants must possess a high school diploma or a G.E.D. certificate. All candidates selected for employment must successfully complete 480 hours (12 weeks) of Alabama Peace Officers Standards and Training Commission Minimum Standards training within the specified time required

#### COMPLETING THE APPLICATION

*Prospective applicants must fully complete all items on the application form. Failure to comply with this requirement will automatically disqualify you from taking the entry-level test.* When completing the application, please note the following:

- The Civil Service Board *requires* each applicant to provide a photocopy of the following documents:
  - High school diploma, G.E.D. certificate and if applicable, college diploma
  - Picture identification (State-issued Driver's License or ID Card, U.S. Military ID Card, Military Dependent's ID Card, School ID Card, U.S. Passport, Voter's Registration Card)
  - Social Security Card or U.S. Birth Certificate
  - College transcripts (if you wish for any college coursework to be considered by the Civil Service Board)
  - Form DD-214 (if you wish for any military experience to be considered by the Civil Service Board)
- Each applicant must respond to all items (except "Marital Status") on the application. *Complete each and every block on the application.* If an item does not apply to you, mark "N/A" beside it. Read all directions carefully.
- Each applicant must list all current and past employers, with their *complete names, addresses, and telephone numbers*. If you have had more than six (6) former employers, add a sheet to the application and provide the above information on the additional employers. Also, each applicant must list six (6) personal character references with their *complete names, addresses, and telephone numbers*.

#### REQUESTING AND TURNING IN THE APPLICATION

You may come by the Human Resource Department on the 2<sup>nd</sup> Floor of the City Hall Annex to obtain an application or if you live outside of Tuscaloosa County, you may call (205) 349-0125 and request that an application be mailed to you.

Return your completed application to the Human Resource Department. Each applicant is required to successfully complete an entry-level written test. You will be asked to fill out an Interview Questionnaire and pay a \$5.00 test fee before you will be allowed to take the test. Once you have paid your test fee, you will be given a study guide that will help you to prepare for the test and a Test Admission Ticket which you will give to the test administrator at the time of your test. *You must bring the Test Admission Ticket with you on the day of the test and present it to the test administrator or you will not be allowed to take the test.*

### **AFTER THE TEST**

Approximately two (2) weeks after the test has been administered, you will be notified of your written test results by mail. Upon successfully meeting the minimum point requirements on the written test, the application process continues as follows:

- Background investigation
- Police Department interview
- Civil Service Board interview

### **REQUIREMENTS UPON CONDITIONAL OFFER OF EMPLOYMENT**

If you are placed on the Roster of Eligibles and a vacancy occurs in the Police Department, you may be presented a Conditional Offer of Employment. You will then be required to submit to and successfully complete the following phases:

- Complete physical examination
- Drug screen
- Polygraph examination
- Psychological evaluation
- Physical agility test to include:
  - Strength test
  - Physical agility course (climbing, pushing, crawling, etc.)
  - 1.5 mile run (15 minutes and 28 seconds)
  - 22 push-ups (1 minute)
  - 25 sit-ups (1 minute)

### **FINAL OFFER OF EMPLOYMENT**

If you successfully complete all phases of the Conditional Offer of Employment, you may be presented a Final Offer of Employment. Your employment as a Police Patrol Officer will require you to successfully complete certification with the Alabama Peace Officers Standards and Training Commission. Your employment will be subject to a one-year probationary period.

If you have any questions about the application process, please do not hesitate to contact the Human Resources Department at (205) 349-0125.

**THE CITY OF TUSCALOOSA IS AN EQUAL OPPORTUNITY EMPLOYER**