



# *City of Richmond Heights*

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## **ELEMENTS AND ACTIVITIES OF THE SELECTION PROCESS**

**(February 2018)**

All applicants for employment within the Richmond Heights Police Department are given equal consideration regardless of race, national origin, age, veteran status, marital status, or the presence of a non-job related medical condition or handicap, creed, color, sex, or religious affiliation. All job appointments are based on merit and fitness for the position.

Original appointments to the Richmond Heights Police Department, under regulations of the Office of Human Resources, are made on the basis of open competitive testing conducted under the supervision of the Human Resources Manager. Each applicant for the position of Police Officer must successfully pass each test before becoming eligible for the next test. Applicants that have participated in a prior Richmond Heights Police Department hiring process are allowed to reapply.

The competitive testing process will take approximately thirty (30) – sixty (60) days and consist of the following:

### **WRITTEN APTITUDE TEST:**

The test is designed to assess critical abilities related to observation and memory, ability to learn police material, police interest, verbal and reading comprehension, and problem solving. Applicants are notified by mail or phone of written testing dates, times and locations by the Human Resources Manager. The written testing should take approximately two hours.

### **ORAL INTERVIEW:**

Applicants are notified by email or phone of Oral Board Interview dates, times and locations. The Oral Interview phase is conducted by a board which evaluates candidates. The interviews shall last approximately thirty minutes.

The interview may include, but are not limited to, standard questions to be posed to each of the applicants interviewed.

#### CHIEF OF POLICE INTERVIEW:

A personal interview and evaluation to be conducted by the Chief of Police and the City Manager (and/or Assistant City Manager). The interview will measure verbal communication skills, career objectives, organization and planning, knowledge of the position, work perspectives, and demeanor and dress.

Applicants will be notified by the Office of Human Resources by email or telephone of interview date and times. Applicants should allow at least one hour for this process.

#### BACKGROUND INVESTIGATION:

A thorough investigation may be conducted on all Police applicants to determine past employment record, personal references, neighborhood reputations, Police record checks and credit ratings.

#### PSYCHOLOGICAL TESTING:

Psychological testing is given to top candidates considered for employment. The testing will be conducted by qualified professionals such as psychologists or psychiatrists.

#### PHYSICAL PERFORMANCE ASSESSMENT:

Physical Performance Assessment is given to top candidates considered for employment. Physical Performance Assessment will be conducted at or near the same date of psychological fitness examination.

#### MEDICAL EXAMINATION:

Examinations will be conducted after the applicant has received their conditional offer of employment. A physician of the City of Richmond Heights' choosing will conduct the physical examination. The medical examination shall consist of various examinations to determine the applicant's ability to perform the essential Police duties and will include a drug screening.

#### REIMBURSEMENT CONTRACT:

All successful candidates for employment will be asked to sign a 24-month contract of reimbursement for the cost of financial expenditures made to hire, equip, and train as a new hire in the department. If a candidate resigns within the first 12 months of hire, then the candidate will be responsible for full restitution to the City. After 12 months of hire, 1/12<sup>th</sup> of the full restitution amount is forgiven at the completion of each month.