

# Steps to Becoming a Riverside Police Officer



## Overview of the Application, Testing, and Hiring Process

*Plan on this process taking up to 6 months*

1. Submit an application online at [www.riversideca.gov/jobs](http://www.riversideca.gov/jobs).
2. Human Resources will contact qualified applicants by email with an invitation to the written exam. The written exam may be waived if you have passed the POST Entry-level Law Enforcement Battery Test with a T-score of 45 or higher within the last year. A practice exam / study guide can be found at <http://lib.post.ca.gov/Publications/poWrittenPracticeTest.pdf>.  
*\* The written is waived for lateral applicants*
3. Human Resources will contact qualified applicants by email that have passed the written exam to take the Physical Agility Test. Information on the Physical Agility Test, including a video with tips, can be found at <http://riversideca.gov/rpd/employment/hirepolice/>. Applicants must bring a completed Personal History Statement (PHS) to the Physical Agility Test. The PHS can be located at <http://lib.post.ca.gov/Publications/2-251-phsPeaceOfficers.doc>.
4. Human Resources will contact qualified applicants by e-mail that have passed the Physical Agility Test and a background screening by Police Department personnel with an invitation to the Oral Interview.
5. If you pass the interview and are selected, applicants will be contacted by an investigator who will be conducting the background investigation on the applicant. The applicant must successfully pass a Polygraph Examination as part of the background process.
6. If selected, applicants that have successfully passed a background investigation will be given a Conditional Job Offer (CJO) by the Personnel Unit of the Police Department.
7. Those who have received a Conditional Job Offer (CJO) will be scheduled for a Psychological Exam and a Medical Exam.

Congratulations, you will be scheduled to attend the next available academy.

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## Oral Interview

Here are some basic steps in preparing for the interview:

- **Dress appropriately** – This is a “professional” interview; wear a suit.
- **Be On Time** – Plan and/or drive your route ahead of time; allow for delays due to traffic, parking, etc.; Arrive at least 15 minutes early.
- **Panel** – The interview will be conducted by a three-person ‘panel’ interview. Although one person asks a question, each panel member is grading your response so be sure to address (i.e. make eye contact with) each panel member as you speak. The panel members will take notes; try not to get distracted by this and keep speaking.
- **Do your research** – Learn about the department, the job, the community, and current law enforcement issues.
- **Practice** – Interviews are inherently stressful so practice with your spouse, in a mirror, or record yourself with your smart phone. You do not know what questions the panel will ask other than asking for your introduction and giving you an opportunity for a ‘closing’ statement; practice both along with being calm, confident, and personable.

## Background Inquiry Process

You will be required to complete and return your Personal History Statement (PHS) at the time of your Physical Agility Test. The PHS can be located at <http://lib.post.ca.gov/Publications/2-251-phsPeaceOfficers.doc>. The PHS is known as your background packet. The Background Inquiry Process begins after the Oral Interview (if you pass the interview and are selected for a background). The Riverside Police Department background investigators are committed to providing our community with the highest quality of police department employees. All police employees are held to the highest standards of professional conduct, which is essential to maintaining the trust of the community they serve. It is imperative that all information an applicant provides is truthful and accurate. Deliberate misstatements or omission of relevant information is grounds for disqualification.

During the course of your background inquiry it will be necessary to complete a polygraph exam to confirm your truthfulness. The Riverside Police Department is dedicated to hiring only those individuals who meet the highest of professional standards with a commitment to serving all members of their community with sensitivity, empathy, and impartiality.

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## Common Police Officer Disqualifiers

### Type of Citation

### Maximum Allowable Convictions

#### **Moving Violations:**

3 in the past 4 years

*"Fix-it" citations will not be considered moving violations.*

#### **Traffic Accidents:**

2 in the past 4 years

*Only "at fault" accidents will be considered*

#### **Driving under the Influence:** 0 in the past 4 years

*This includes any alcohol/drug related conviction*

#### **Potential Disqualifiers:**

Applicant has not maintained liability insurance for the previous year. Applicant has attended traffic diversion school more than twice within the past four years. Applicant's driving privilege has been suspended or revoked within the past four years.

#### **Failure to Appear:**

To be determined on a case-by-case basis.

### Financial History:

Financial issues, including bankruptcies, repossessions, accounts that have been sent to collections, or other negative credit issues in the applicant's financial history will be considered on a case-by-case basis as cause for disqualification.

### Selective Service Registration:

All male applicants are required to provide proof of Selective Service Registration.

### Citizenship:

Applicants must be a citizen of the United States or a permanent resident alien who is eligible for, and has applied for, citizenship.

### Miscellaneous:

Other areas that are examined for cause for disqualification include academic performance and work history.

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## Drug Use Guidelines / Disqualifications

Controlled Substance	Must Not Have Possessed or Used in the Past:
Marijuana or Derivative	3 Years
Amphetamines/Methamphetamine	5 Years
Barbiturates	5 Years
Cocaine or Derivative	5 Years
Illegal use of any Prescribed/Non Prescribed Controlled Substance	5 Years
Anabolic Steroids	5 Years
Organic or inorganic hallucinogens to include LSD, PCP, XTC, and other designer drugs	7 Years
Opium/ Heroin	0 Instances
Manufactured, Cultivated, Transported, Brokered, Sold Controlled Substances	0 Instances
Injection of any Controlled Substance* *Injection of steroids will be considered on a case-by-case basis	0 Instances

*Possession, as used in this standard, is defined as each time the listed controlled substance was in the applicant's hands, in his/her clothing, domicile, vehicle, work area under his/her exclusive control, or any other area in which the applicant exercised control.*

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## Preparation

The importance of physical fitness preparation prior to the academy cannot be stressed enough. The pre-academy and academy are very physically and mentally challenging; preparation is necessary (the pre-academy is a Riverside Police Department two-week training program to prepare officers for the academy. It will be held on weekdays and will take place in the two weeks immediately prior to the academy start date). To assist you in meeting the physical demands and maximize your opportunity to successfully complete the pre-academy and academy, while minimizing the probability that you will be injured, we offer a series of minimum entry standards. These were created to assist you in your preparation. Your ability to complete these minimum standards will ensure that you have the basic foundation necessary to succeed in the pre-academy and academy. Guidelines are provided for a physical fitness routine that you should start as soon as possible, as you will be required to meet these standards on the first day of the pre-academy. It is not the police department's, nor the academy's job, to get you into shape. You should start a healthy diet, drink plenty of water, and get yourself physically prepared for the demands of the pre-academy and academy training.

At the beginning of the pre-academy, our recruits must comfortably pass the Riverside Police Physical Agility Test and actively complete this regimen:

### Running

- 4 - 5 times per week for 15 - 20 miles per week,
- 4 consecutive miles at a minimum of 10 minute mile pace,
- 1 ½ miles in 12 minutes or less.

### Push-Ups     *(only those with proper form count)*

- 4 sets of 20 with one minute break between sets,
- 30 consecutive push-ups within one minute.

### Sit-Ups

- 4 sets of 20 with one minute break between sets,
- 30 consecutive sit-ups within one minute.

### Pull-Ups     *(overhand grip)*

- 5 unassisted/assisted.

### Dips

- 5 unassisted/assisted.

# Steps to Becoming a Riverside Police Officer



## Ben Clark Training Center

The Riverside Sheriff's Academy begins at various times throughout the year at the Ben Clark Training Center in Riverside. Not only do they train their own Deputy Sheriff Trainees but they also train police officer trainees from other law enforcement agencies and self-sponsored students from Riverside Community College. The academy is a 24 week program with 940 hours of training. Their standards are well above the California P.O.S.T minimum standard for Police Officer training. The training is conducted during the weekdays from 6:00 am to 5:00 pm with some training conducted after hours. The academy is not a "live-in" academy and but the Sheriff's Department does have rooms available if necessary.

The Academy is a paramilitary structure with weekly physical conditioning and an intense classroom curriculum. There are learning domains, weekly exams, mid-term and a final exam. They combine classroom learning with scenario / role-playing practical situations. The academy curriculum structure allows us to train individuals who made a career change from another field and those with no training or education in law enforcement. These are just some of the things you will learn in the academy program:

- California Laws such as the Penal Codes, Vehicle Codes, Health and Safety Codes
- Fire Arms Training
- Search and Seizure
- Criminal Investigations
- Emergency Response Driving
- Vehicle Car Stops
- Officer Safety
- Report Writing
- Crime Scene Management
- Accident Investigation
- Ethics
- Building Searches
- Non-Lethal Weapons Training
- Defensive Tactics / Arrest and Control Techniques
- Radio Communication Codes
- Recognition of Illegal Substances and Narcotics
- Recognition of Under the Influence
- Evidence Collection
- Juvenile Laws
- Lifetime Fitness
- And many others

Upon successful completion and graduation of the Academy, you will continue your training period on the street as you move into the Field Training Program of the patrol division.