



## **Qualifications and Testing Process**

### **Minimum Qualifications for Police Officer**

1. **Age:** Minimum: 21 years of age (at time of appointment)
2. **Height:** No rigid height requirement
3. **Weight:** In proportion to height
4. **Medical:** Pass job description related extensive medical screening
5. **Education:** High school graduate or Certificate of Equivalence issued by an accredited state board of education
6. **Residence:** Citizen of the United States

### **Disqualifying Elements for Employment**

1. The commission of a crime classified as a felony regardless of conviction status
2. Non-felony crimes and incidents involving moral turpitude will be reviewed on a job related basis
3. Inability to obtain a valid driver's license
4. Excessive driving history
5. Conviction of a Domestic Violence related crime or the respondent of an active full order of protection.
6. Sale, distribution, supplying of narcotics (to include prescription drugs)
7. Deceit or otherwise lying in an official police investigation or administrative inquiry
8. Controlled Substance: Use or possession, within the last five years, of any controlled substance that the use or possession of that controlled substance in itself would be classified a felony.
9. **Any** illegal use of a controlled substance in the past two years
10. Any misleading or false information on the employment application

## **Pre-Employment Procedure and Examination**

1. **Phase 1 - Employment Application** - The application must be legible and each section fully completed as instructed. Sections not relevant shall be marked with N/A. Eliminators include but not limited to unstable work history, lying, criminal background, narcotics use, driving history, domestic violence convictions, or any information deemed to question moral or ethical character. If the application is missing any required information, the application will be deemed incomplete and therefore eliminated from any further processing.
2. **Phase 2 - Physical Ability** - A passing score of the physical ability test is mandatory. If the applicant fails to meet any single portion of the physical ability testing, they will be eliminated from any further processing.
3. **Phase 2 (cont) - Written Test** - An aggregate score of 80% is the minimum acceptable score for the written test. Any individual score below 70% for each section of the four part written test will be considered below minimum standards - applicants failing to meet the minimum standards for the written test will be eliminated from any further processing.
4. **Phase 3 - Formal Interview** - The averaged interview score of 80% is the minimum acceptable score for the interview process. The average score is the individual total from each rater divided by the number of the raters. Those receiving a score below the minimum of 80% will be eliminated from any further processing.
5. **Phase 4 - Background Investigation** – Applicant must pass an extensive background investigation conducted by the Riverside Police Department’s Criminal Investigations Unit.
6. **Phase 5 - Polygraph Test** – Applicant must pass a polygraph test. Failure of this test will result in the applicant being eliminated from any further processing.
7. **Phase 6 - Command Staff Review** – A thorough review of the applicants file is conducted by the Chief of Police and Police Captains.
8. **Phase 7 - Conditional Offer of Employment** – Applicant who has successfully passed each of the prior employment phases will be offered a conditional offer of employment with the Riverside Police Department.
9. **Phase 8 - Medical Evaluation** – This evaluation consists of psychological testing, physical evaluation, and drug testing.

**10. Phase 9 - Final Offer of Employment** – Applicant has successfully completed the hiring process and offered a position with the Police Department dependent upon Board of Aldermen approval.

## **Training**

1. Generally, preference is given to applicants who are currently certified by the Missouri POST Commission as a Class A or Class B peace officer. Consideration may be given to sponsoring an applicant who does not have the required certification to attend an academy of the department's choice.
2. Each officer will be assigned to the Field Training Program for a period of 14 weeks. (The F.T.P. can be extended at the department's discretion).