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CITY OF SALINA

DEPARTMENT OF

POLICE

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SALINA POLICE DEPARTMENT APPLICANT SELECTION PROCEDURE

APPLICATION

The application process for police officer is open and ongoing throughout the year. Applicants are encouraged to apply on-line with the City of Salina (www.jobs.salina-ks.gov) or the Salina Police Department (joinsalinapd.com). If an applicant wishes to obtain a paper application, one is available at the Salina Police Department front window or Human Resources office at the City of Salina administration building. On-line applications are preferred.

Applications are screened to ensure they are complete. Any omissions or errors on the application will not eliminate the applicant from the process. Every effort will be made to contact the applicant and correct the error or omission as soon as possible. Each applicant will be contacted by email, letter or phone, advising them of the examination date, time, and location.

If an applicant fails to test for three consecutive months after submitting their application, they will be eliminated from the process. The applicant may however reapply at any date.

WRITTEN EXAMINATIONS

The written examination is the first element in the selection process. The written examination will be offered the third Saturday of each month throughout the year.

The written examination is a job-related measure of mathematics, reading comprehension and writing skills. Numerous prior research studies have consistently demonstrated the criticality of basic language skills as predictors of an individual's ability to successfully complete police training. After the written examination is administered, the test is scored and the applicant is provided with a score sheet of their results.

The City of Salina appreciates your interest in becoming a member of the Salina Police Department. Successfully passing the examination enables the applicant to remain in the application process. If you fail the test, the applicant will not be considered for further processing. **Failing the examination disqualifies the applicant from testing for the police officer position for a period of three months from the testing date. Failing two tests within a twelve month period disqualifies the applicant from testing for the police officer position for a period of one year from the date of the last test failure.**

FIRST CONTACT INTERVIEW

Upon passing the examination, the applicant will receive a first contact interview with a department staff member. This initial interview is a standard assessment interview, taking twenty to thirty minutes to complete. If the applicant passes the first contact interview, the applicant will be invited to complete an on-line Personal History Statement (PHS).

PERSONAL HISTORY STATEMENT (PHS)

The on-line PHS allows the applicant to provide all of the necessary details needed for a background check to be conducted of the applicant.

STAFF INTERVIEW

Once the PHS has been received, and approved, a Staff interview will be scheduled and conducted by no less than three staff members from the Department. The interview measures the applicant's responses in the areas of general impression, education, communication skills, personality and interpersonal skills, judgement and problem solving, stress, and motivation. Staff members will evaluate the applicant's interview. The applicant's overall interview will be assessed as pass or fail.

BACKGROUND INVESTIGATION

Once an applicant passes the staff interview, an exhaustive background investigation is initiated. The background investigation will be an ongoing process which continues throughout the other elements of the selection process and may reveal eliminating factors at any time. Once an eliminating factor is revealed, the applicant will be notified either by telephone or in writing (or both) of their elimination from the selection process.

COMPUTER VOICE STRESS ANALYSIS (CVSA)

Applicants who successfully pass the background investigation will be scheduled for a CVSA examination with one of the department's authorized CVSA examiners. Applicants must successfully pass this examination.

CHIEF OF POLICE ASSESSMENT INTERVIEW

Applicants who successfully pass the CVSA examination are scheduled an interview with the Chief of Police. At the conclusion of the Chief's interview, and upon recommendation from the Chief of Police, a conditional offer of employment is extended to the applicant. The conditional offer of employment is contingent upon the applicant successfully completing of the final two phases of the applicant process (forensic psychological examination and interview and a physical examination and a drug screen).

PSYCHOLOGICAL EXAMINATION AND INTERVIEW

The department contracts with a police psychologist who administers a number of tests which include, but are not limited to, the Shiley-2 Abstraction, Shipley-2 Profile, PRF, Hilson Background Investigation Inventory Revised, Hilson Personnel Profile/Success Quotient and the Minnesota Multiphasic personality Inventory-2 RF. A forensic psychologist will also interview the applicant after the tests have been administered to the applicant. The department pays the fee charged by the psychologist.

PHYSICAL EXAMINATION AND DRUG SCREEN

The City of Salina requires each applicant for employment to submit to a physical (medical) examination given by the city physician and also take a drug screen test. Both of these tests must be successfully completed before the applicant can begin employment. The department pays the fee charged by the physician.

ESTIMATED TIME OF SELECTION

The entire selection process, once an applicant successfully passes the written examination will normally be completed within five to eight weeks.

RETESTING/REAPPLICATION

If an applicant should fail any element of the selection process, there will be a six-month waiting period to re-test for a Salina Police Officer position. The department reserves the right to not allow applicants to re-test based upon information obtained during the first application process and the reason why an applicant was dismissed from the initial process.