LAS VEGAS METROPOLITAN POLICE DEPARTMENT

Joseph Lombardo, Sheriff

POLICE OFFICER I – LATERAL ENTRY

INFORMATIONAL BOOKLET
This booklet provides information about employment as a Police Officer I – Lateral Entry with the Las Vegas Metropolitan Police Department (LVMPD). This booklet contains information about the history of the Department and describes career opportunities within the Department. It also provides information about the selection process, including details on minimum qualifications, the fitness exam, the oral board interview, and the background process. Expectations of the Academy; descriptions of the Field Training Evaluation Program (FTEP); and answers to frequently-asked questions are also provided.

History of the LVMPD

In July 1973, the former Las Vegas Police and Clark County Sheriff’s Departments were merged by Nevada legislative action and became the Las Vegas Metropolitan Police Department - - a separate political entity administered by an elected Sheriff.

This agency serves the residents of the City of Las Vegas and the unincorporated areas of Clark County in addition to the annual influx of visitors. Our jurisdictional responsibility covers 7,560 square miles bordered by Nevada’s Nye and Lincoln Counties and the neighboring states of Arizona and California.

The Department employs approximately 4,700 people in at least 100 different job categories, making it one of the top 20 in the nation in size. We have approximately 3,300 commissioned personnel (including police and corrections) with the remainder being civilian personnel. In addition, we have over 450 unpaid volunteers. We operate eight area commands within the metropolitan area of Clark County and several resident substations strategically located throughout the County.

The Department operates under a Civil Service system with more than 97% of all positions falling within the system. Our organization is functionally divided into eight divisions. The Sheriff is the department head; there is one Undersheriff, two Assistant Sheriffs, seven Deputy Chiefs and one Division Director. Additionally, the Department has the ranks of police captain, corrections captain, police lieutenant, corrections lieutenant, police sergeant, corrections sergeant, police officer, corrections officer, and numerous civilian supporting positions.
Qualifications

Experience:
Must be currently employed as a Police Officer at a law enforcement agency within Nevada and have a minimum of 2 years of full-time, continuous experience as a P.O.S.T. Category I Peace Officer. This law enforcement experience and P.O.S.T. status must be immediately preceding the date of the first test instrument. In addition, Academy time does not count as qualifying experience, and candidates must have successfully passed probation.

Training/Education:
Possession of a high school diploma or General Education Diploma (GED) by the date of the first test instrument.

License or Certificate:
- Possession of an appropriate valid Nevada driver’s license at the time of hire.
- Possession of a Nevada P.O.S.T. Category I certificate.

Additional Qualifications:
- Must be 21 years of age by the date of the first test instrument.
- Must be a citizen of the United States by the date of the first test instrument.
- Must not be convicted of any felony or gross misdemeanor offense as defined by Nevada Revised Statutes.
- Must have no convictions of any crime involving domestic violence.

Employment Standards
The LVMPD adheres to strict hiring standards when evaluating potential candidates for employment. These standards apply to anyone working with the LVMPD.

All of the LVMPD’s Employment Standards including General Conditions of Employment and Medical/Vision/Hearing Standards can be found on the employment page of our website at www.lvmpd.com.
Career Opportunities

The Department offers a vast array of promotional and transfer opportunities for Police Officers. After meeting the necessary training and experience requirements, Police Officers may then compete to promote to Police Sergeant, Police Lieutenant, and Police Captain. The requirements for these positions are as follows:

- **Police Sergeant** - six years of service as an LVMPD Police Officer immediately preceding the date of the first test instrument for Police Sergeant and must be currently classed as a Police Officer II at the time of the administration of the first test instrument.

- **Police Lieutenant** - three years of experience without a break in service as an LVMPD Police Sergeant immediately preceding the date of the first test instrument for Police Lieutenant and must be a Police Sergeant at the time of the administration of the first test instrument and have 60 college credits or an Associate’s degree.

- **Police Captain** - two years without a break in service as an LVMPD Police Lieutenant immediately preceding the date of the first test instrument for Police Captain and must be a Police Lieutenant at the time of the administration of the first test instrument and have 90 college credits. (A Bachelor’s degree will be required by April 2017.)

Police Officers also have the opportunity to test to transfer to specialized assignments after becoming a Police Officer II (Police Officers I shall be re-classed to Police Officer II after 18 months of continuous employment and satisfactory completion of probation as a Police Officer I). Some of these assignments include:

| Air Support | Mounted Patrol Unit |
| Background Investigations | Recruiting Section |
| Criminal Intelligence | Resident Officer Section |
| Financial Crimes | Search & Rescue |
| Homicide Section | SWAT |
| K-9Detail | Traffic Bureau |
| Major Violators Section | Training Bureau |

Additionally, certain specialized assignments are compensated at a percentage above the regular base pay rate. The following assignments receive additional pay for the duration of the special assignment:

- Police Field Training Officer Pay………………………………………………………………………………..8%
- Police Officer A-2 (Detective) Pay…………………………4% the first year/8% thereafter
- Helicopter Pilot Pay……………………………………………………………………………………………………8%
- K-9 Pay…………………………………………………………….. 10 Hrs. Overtime Pay/Bi-weekly
- Motorcycle Officer Pay………………………………………………4% the first year/8% thereafter
- Resident Officer Pay…………………………………………………….20%
Answers to Frequently Asked Questions

- The Department does not pay candidates’ expenses related to testing or being hired (e.g., relocation costs).
- The eligibility list for this position will be certified by the Civil Service Board and will remain in effect for 18 months from the date of certification.
- Persons who fail the Oral Board must wait 90 days from the date that they failed the exam to test again for the position of Police Officer I – Lateral Entry, and those failing the Physical Fitness exam must wait 30 days from the date that they failed the exam to test again for this position. However, they can apply and test for our Police Recruit position. (NOTE: The Police Recruit position requires completion of a full 28-week Academy, as well as the 24-week Field Training and Evaluation Program. The number of weeks for each of these varies depending on holiday schedules.)
- The Police Officer I – Lateral Entry Academy is conducted by the Department’s training staff at the Department’s training facilities in Las Vegas, and it is not a “live in” Academy.
- Newly hired Police Officers I – Lateral Entry will be assigned to a patrol until they meet the requirements to transfer to a specialized assignment, if desired.
- Probationary employees are eligible for one step merit increases (4 percent) at 6 months and 12 months in the position, and merit increases annually thereafter. This job classification has 10 merit steps and cost of living raises are negotiated with the employee association.
- The Department does not restrict the employment of family members.
The Selection Process

Fitness Exam (Pass/Fail)

The Fitness Exam is designed to measure a variety of physical abilities. The Physical Fitness Exam consists of the following 6 exercises and minimum standards, each of which must be met in order to pass the entire Physical Fitness Exam.

- Vertical Jump – jump 14 inches high
- Agility Run – complete within 19.5 seconds
- Sit-Ups – complete 30 proper sit-ups within 1 minute
- Push-Ups – complete 23 proper push-ups with no time limit
- 300-Meter Run – complete within 68 seconds
- 1.5-Mile Run – complete within 16 minutes, 57 seconds

Oral Board (Weighted 100%)

The Oral Board is a structured interview in which all candidates are asked the same questions. The board consists of commissioned personnel who evaluate candidates in the below-listed areas. To pass the Oral Board Exam, candidates must demonstrate minimum competency in the areas of:

- Suitability for Position/Background
- Law Enforcement/Technical Knowledge
- Problem Solving/Interpersonal Skills
- Verbal Communication Skills

Background Investigation Process

A thorough background investigation is completed on each candidate to ensure the candidate meets the LVMPD’s strict hiring standards. The background process includes:

- Interview and Investigation
- Written Psychological Evaluation
- Oral Psychological Interview
- Polygraph Examination
- Medical Exam and Drug Test
**Interview and Investigation:**

Each candidate is assigned to a detective. Their function is to review each candidate’s Personal History Statement that the candidates are given access to complete online and explore more in-depth life history information. The detective reviews the information about the candidate, conducts site inspections, and coordinates decisions with the psychologist and polygraph examiner. Candidates who arrive at their interview without the requested documentation or completed packets are subject to disqualification from the process. Any discrepancies between documents will be closely scrutinized. The interview lasts approximately 2-3 hours, and then is followed by an investigation. The LVMPD must have access to the candidate's entire personnel file from their current agency, including all discipline, training, evaluations, etc. Failure to provide this information MAY cause the candidate’s disqualification. Additionally, during the final stage of a candidate's background investigation, a representative from the Background Unit may come to the candidate’s Department to verify background information. Any past or current disciplinary action will be reviewed during the background investigation and MAY be cause for disqualification, including any current unresolved investigations.

**Written and Oral Psychological Evaluation:**

The LVMPD has contracted psychological services to ensure the candidate is prepared to meet the conditions often faced by police and correction officers. The candidate must demonstrate a level of maturity and stability that will allow him/her to be successful and safe on the job. Each candidate completes an extensive Written Psychological Evaluation that is administered by the contracted psychological service provider. The Written Psychological Evaluation is not scored until the candidate receives a conditional offer of employment with the LVMPD. It consists of 1,170 questions and takes approximately 4-6 hours to complete. The candidate also meets face-to-face with the contracted psychological service provider for an Oral Interview/Psychological Evaluation.

**Polygraph Examination:**

Qualified polygraph examiners evaluate each candidate's information to ensure it is truthful. Once again, candidates are expected to provide truthful and consistent information. Failure to do so will disqualify the candidate from the hiring process.

**Medical Exam and Drug Test:**

The LVMPD has contracted for medical examination and drug testing services. Each candidate completes the Medical Exam and must pass the Drug Test before beginning employment. Medical Exams are given to ensure a candidate is able to perform the essential functions of the position. As an equal opportunity employer, the LVMPD is committed to the laws and regulations governing employment, including the Americans with Disabilities Act. Candidates will not be eliminated based on the Medical Exam unless they cannot perform the essential functions of the job, with or without reasonable accommodation.
Expectations of the Lateral Entry Academy

Environment

The Police Officer I – Lateral Entry Academy is 8-10 weeks in length, and trainees will typically work from 0700-1700 hours either Monday through Thursday or Tuesday through Friday. Trainees do not have a choice of schedules. All Trainees must be ready to spend extra time preparing on their own, including days off, if they plan on succeeding in the rigorous setting of the Lateral Entry Academy.

The Lateral Entry Academy will start as a highly structured, disciplined, and academic environment. The environment will adapt to the class’s previous training/experience and become more college-oriented, providing discipline is maintained. The Lateral Trainee should expect to encounter a high demand in several areas: classroom training, firearms training, drivers training, patrol procedures training, report writing, and formal inspections. It is primarily designed to train a person with at least two years of police patrol experience in the following areas: LVMPD rules, regulations, policies and procedures; Nevada Revised Statutes; and LVMPD response codes. It is also designed to test the Trainees’ knowledge in some basic areas of police patrol and investigative functions.

The Lateral Academy is structured to merge into a college environment very quickly as all Lateral Trainees will have previously completed a basic Academy.

Formal Inspection Environment

In order to better prepare the Lateral Trainee for the stressful environment in which they will be expected to perform, form inspections will be done during the Lateral Academy. The inspections are designed to ensure compliance with the high standards of the LVMPD; provide consistency and quality in the training provided; assist the Lateral Trainees with multi-tasking and familiarization with legal definitions and 400 codes; establish teamwork; provide discipline and structure; give the Trainees an opportunity to demonstrate their ability to work under pressure; and improve the Trainees’ study habits. These inspections will be conducted with respect and dignity to all Lateral Trainees.

Classroom Training/Academics

Classroom training consists of a combination of lectures, role playing, and practical/problem solving scenarios, resulting in learning how to obtain information, and implementing that information using proper decision making skills. Trainees must achieve and maintain a 70% average in the academic portion of the Academy. Failure to maintain the required standards will result in termination from the Academy.

Physical Training

The physical fitness training is P.O.S.T. certified. The curriculum consists of circuit training, calisthenics, dynamic obstacle courses, and endurance-building runs. Also, nutrition assessment is conducted to enhance the Trainees’ overall performance and success.

Lateral Trainees are required to participate in a minimum of 70% of the physical training activities that are administered throughout the Academy. A Lateral Trainee is considered for “non-participation” when:

- The Lateral Trainee fails to participate in any physical training exercises.
- During the course of training, the Lateral Trainee discontinues the physical training requirements due to poor physical conditioning.
• The Lateral Trainee falls behind the class or impedes the class in progressing or continuing in the physical training exercises.

**Study Time**

During the Academy, most Trainees find that there is little time for recreation and/or social activities. This is due to the volume of study material that is given in order to pass the required tests. A strict schedule is highly recommended during the Academy. The most successful Trainees have found that studying demands the majority of their time off.

**Firearms Proficiency**

The firearms training portion will encompass firearms safety, firearms care and cleaning, the fundamentals of marksmanship, tactical shooting, low light shooting, tactical reloads and speed reloads. Trainees will learn the current LVMPD Department Use of Force Policy and how it relates to firearms. They will receive instruction on the deployment of handguns, shotguns, less than lethal shotguns, the Electronic Control Device, and deployment of the shotgun slug rounds. Trainees are also required to qualify with their primary weapon and the shotgun.

**Defensive Tactics**

The Academy will train in the most realistic, intense, and current defensive tactics (DTs) available. Some areas of focus will be handcuffing, weaponless defense, baton, and O.C. spray. DTs are physically demanding and will be incorporated throughout the Academy with physical fitness. Trainees will constantly engage in dynamic contact drills, such as arrest and control scenarios, obstacle courses, simunitions drills, and the use of force theory and application.

**Defensive Driving**

Driver’s Training consists of one day of lecture involving state laws, county and city ordinances, officer safety driving procedures, defensive driving techniques, and the ability to control stressful situations; and three days of defensive pursuit driving.

**The Field Training Evaluation Program (FTEP)**

This program consists of 24 weeks of structured training. Its goal is to prepare Officers to perform independently in the field as LVMPD Patrol Officers in a competent, safe, and productive manner. Performance is evaluated on a daily basis throughout the entire program.

The program is broken down into four phases at four different Area Commands. Each phase will be six weeks in length. Officers in FTEP will be assigned to a different Field Training Officer (FTO) every three weeks.

As they progress through the program, Officers will gradually assume more of the workload while the FTO’s workload steadily decreases. The last three weeks of Field Training are known as “Solo Beat” where the officer rides on his/her own and is monitored by a FTO.

During the Field Training Program, Officers will be given one quiz and two comprehensive exams. An 80% or better on each must be attained to pass. By the end of week 24, it is expected that each new Officer will be receiving “Competent” ratings in all 34 rating categories. This standard is required to be released from the Field Training Program as a “Solo Beat” Police Officer.
Study Guide for Police Officer I – Lateral Entry

Purpose of this Guide:

This Guide was developed to assist you in doing your best on the Police Officer I – Lateral Entry testing process used by the LVMPD. It will provide some advice and tips for preparing yourself to take the test and discuss strategy for taking the test effectively. While this Guide may be applied to other exams, it was specifically produced to provide guidance for this particular process.

LVMPD Physical Fitness Exam

- Vertical Jump – Minimum of a 14 inch jump.
- Agility Run – Completed start to finish in 19.5 seconds or less.
- Sit Up – 30 correct repetitions in 1 minute.
- Push Up – 23 correct repetitions with no time limit.
- 300 Meter Run – Completed start to finish in 68 seconds or less.
- 1.5 Mile Run – Completed start to finish in 16 minutes, 57 seconds or less.

Physical fitness will play a huge role in the career of a Police Officer with the LVMPD. Not only because of health reasons, but also because of the role fitness plays in the day-to-day, job-related tasks Officers are required to perform.

The first step in the physical fitness process to become an Officer with the LVMPD is to pass the Physical Fitness Exam. It is critical that you achieve optimal physical fitness not only to pass the initial hiring exam, but also to succeed in the Academy and once in the position. The standards for this exam are in no way indicative of what will be expected in the Academy physically. **Much more will be expected.** They are merely a first step which helps us determine readiness to proceed in the process.

The LVMPD Recruitment Team consistently is asked what many of the exercises look like. For this reason, we have produced videos to assist candidates in performing these exercises correctly. These are some of the same routines Lateral Trainees will complete daily in the Academy. The exercises depicted are for demonstration purposes only and do not offer specific instructions. Hands-on instruction is available by contacting one of our recruiters. These videos can be accessed on our website at www.protectthecity.com

Oral Board Exam

For many, the oral board can be a challenging experience, but with the right preparation, a candidate can be very successful in this portion of the process. Proper research and knowledge can lead candidates to more confidence, and confidence is a necessary ingredient to a successful presentation.

Below are helpful hints to assist candidates in preparing for the Oral Board:

- During the interview, candidates should be enthusiastic and sell themselves. During the interview, at some point candidates will be asked questions about themselves. These are the questions candidates should be best prepared for. It is recommended that candidates have a structured and outlined answer in mind that goes over career, military, and educational history. Some people don’t always feel comfortable talking about themselves, but the oral board is truly a competition. If candidates leave out important details about the things they have accomplished in their life, then the raters will be unable to give them the score they deserve.
Since candidates have decided to become a Police Officer with the LVMPD, it is important that they can tell us why they want to be an Officer with this agency. We are not looking for people who are just “testing the water,” we want people who are career-minded and who plan making the LVMPD their career. Candidates should know exactly why they want to be a Police Officer with the LVMPD and they should be able to tell us how they have prepared for the position.

The LVMPD Recruitment Team has prepared two videos for candidates to watch to help them with their oral board preparation. These videos have been designed to give them a visual representation of what the oral board will be like. Though the questions are similar, they are not the questions candidates will be asked in their oral board. The candidates in these two videos were not reading off of a script. They were asked to prepare for an oral board and came in and answered the questions just like a candidate. The result gives candidates a good feel of what they may sound like during their board. Use these videos as a reference and a guide. Candidates can learn a lot about the professional look, the enthusiastic attitude, and the confidence necessary to make their oral board experience a successful one. These videos can be accessed on our website www.protectthecity.com

Thank you for your interest in the LVMPD and good luck in the testing process!