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INTRODUCTION

This Study Guide provides information about the selection process that every Las Vegas Metropolitan Police Department (LVMPD) Police Recruit must successfully complete. Tests are given to assure selection of the most qualified persons while providing all candidates with a chance to compete fairly. The LVMPD uses several kinds of tests and screening methods to gauge your readiness to become an LVMPD Police Recruit. The selection process consists of several phases: Application Process, Physical Fitness Test, Written Exam, Oral Board, and Background Investigation. The order of the Physical Fitness and Written Exam may differ with each process. This Guide was designed to inform and prepare you for each phase of the selection process and improve your chances of success. At the end of this Guide, you will also find information regarding Academy expectations, as well as Answers to Frequently Asked Questions.

THE SELECTION PROCESS

APPLICATION PROCESS

Once the recruitment opens, employment applications will be available online by clicking on “Employment” at the top of the screen of the www.lvmpd.com homepage. Your completed application must be submitted during the filing period listed on the job posting. You are encouraged to submit your application as soon after the filing period opens as, oftentimes, there is a limit to the number of applications accepted and they are received on a “first-come, first-serve” basis. Applications will be reviewed for the minimum qualifications, which are also listed on the job posting, and you will be notified of the results of this screening process via email. It is important that you maintain an accurate email address in our system as this is how we will notify you of your status and/or the next step in the process. (If you feel you may be eligible for Veteran’s Preference Points, please refer to your job posting for instructions on when to submit your DD214 or Statement of Service.)

PHYSICAL FITNESS EXAM (Pass/Fail)

The Physical Fitness Exam is comprised of the below six exercises. You MUST wear shirts with short sleeves (no tank tops) for this Exam. Shorts or sweat pants and athletic shoes must be worn. You are encouraged to bring your own water to the test. Casual observers are not allowed to enter the testing facilities.

Getting Ready the Day of the Physical Fitness Exam

1. Stick to your normal routine as much as possible.
2. Get adequate sleep. Most adults do best with 7-8 hours. Adopt this pattern at least several days before the exam.
3. Get up early enough to have plenty of time to have a light, balanced breakfast.
4. Minimize the use of outside influences (food, caffeine, nicotine, entertainment, etc.) that might over- or under-stimulate you. The main thing is to not do anything too different from what is normal for you.

5. Leave for the exam early enough to allow for the traffic, weather, parking, etc. so you are not late. If you are late, you will be disqualified.

<table>
<thead>
<tr>
<th>FITNESS EXERCISE</th>
<th>PRE-ACADEMY STANDARD</th>
<th>ACADEMY GRADUATION STANDARD</th>
<th>PHOTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERTICAL JUMP</td>
<td>Minimum of a 11.5 inch jump</td>
<td>Minimum of a 14 inch jump</td>
<td><img src="photo1.jpg" alt="Vertical Jump" /></td>
</tr>
<tr>
<td>(three attempts)</td>
<td>(3-minute rest afterwards)</td>
<td></td>
<td><img src="photo2.jpg" alt="Vertical Jump" /></td>
</tr>
<tr>
<td>AGILITY RUN</td>
<td>Completed in start to finish in 23.4 seconds or less</td>
<td>Completed in start to finish in 19.5 seconds or less</td>
<td><img src="photo3.jpg" alt="Agility Run" /></td>
</tr>
<tr>
<td>(two attempts)</td>
<td>(10-minute rest afterwards)</td>
<td></td>
<td><img src="photo4.jpg" alt="Agility Run" /></td>
</tr>
<tr>
<td><strong>FITNESS EXERCISE</strong></td>
<td><strong>PRE-ACADEMY STANDARD</strong></td>
<td><strong>ACADEMY GRADUATION STANDARD</strong></td>
<td><strong>PHOTO</strong></td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------</td>
<td>---------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>SIT-UPS</strong>&lt;br&gt;(one minute)&lt;br&gt;(rest in up position)&lt;br&gt;(5-minute rest afterwards)</td>
<td>24 correct repetitions in 1 minute</td>
<td>30 correct repetitions in 1 minute</td>
<td><img src="image1.jpg" alt="Photo of sit-ups" /></td>
</tr>
<tr>
<td><strong>PUSH-UPS</strong>&lt;br&gt;(no time limit)&lt;br&gt;(rest in up position)&lt;br&gt;(10-minute rest afterwards)</td>
<td>18 correct repetitions with no time limit</td>
<td>23 correct repetitions with no time limit</td>
<td><img src="image2.jpg" alt="Photo of push-ups" /></td>
</tr>
<tr>
<td><strong>300-METER RUN</strong>&lt;br&gt;(15 minute rest afterwards)</td>
<td>Completed start to finish in 82 seconds or less</td>
<td>Completed start to finish in 68 seconds or less</td>
<td><img src="image3.jpg" alt="Photo of 300-meter run" /></td>
</tr>
</tbody>
</table>
A description of each exercise is provided below and provides the most current information.
If there are any discrepancies between the fitness information provided in this Study Guide
and the information contained within the video demonstration of each exercise located at
www.protectthecity.com under Resource Library, Physical Fitness Test Preparation, please
adhere to the information in this Study Guide. (This video was developed a few years ago
and is in the process of being updated.)

1) **VERTICAL JUMP:** This exercise measures the dynamic strength and muscle power
in the legs. Candidates will be required to stand with one side to the wall with their
heels together, and raise their arm closest to the wall overhead to record their
maximum standing reach. Then, using a rocking, one-step approach or a standing,
flat-footed approach without stepping, candidates will jump as high as they can, while
reaching upwards. This exercise is measured as the distance in inches between the
candidate’s maximum standing reach and the height their fingertips reaches during
the jump. Candidates will have THREE attempts at this exercise, with the best effort
counting as the final score. During new hire and pre-Academy testing, candidates
must complete a vertical jump of 11.5 inches to achieve a passing score. In order to
graduate from the Academy, candidates must complete a vertical jump of 14 inches.

2) **AGILITY RUN:** This exercise measures coordinated movement and speed. This is
important for performing tasks requiring quick movements around obstacles. This
exercise begins with the candidate in the prone position (lying on the ground facing
down) to the left of the first cone with their arms extended and fingertips behind the
starting line. When the instructor says “GO,” the candidate will stand up and sprint to
the forward line 30 feet away, place one foot over the line, and sprint back to the
starting line. They will then make a left turn around the first cone, zigzag in a figure
eight fashion around the four cones and then zigzag back to the start line. Lastly, they
will turn left around the first cone and sprint to the forward line, and back one more
time. The clock stops when any part of their body crosses the finish line. If the
candidate knocks over a cone, misses a turn or fails to touch the line when turning, they will be stopped and returned to the end of the line for a restart. Candidates will have two attempts to complete this exercise. During new hire and pre-Academy testing, candidates must complete it in within 23.4 seconds to achieve a passing score. In order to graduate the Academy, candidates must complete it in within 19.5 seconds.

3) **SIT-UPS**: This exercise measures muscular endurance of the abdominal muscles, which is important for many physical tasks and injury prevention as a Police Officer. The sit-up begins while lying on your back with knees bent at approximately a 90-degree angle and heels on the ground. The candidate’s feet may be together or apart, but the heels must stay in contact with the ground.

Another candidate will hold each of the candidate’s ankles during the performance of this exercise. The tips of the fingers must stay behind the back of the ears throughout the exercise. When the instructor says “GO,” candidates will lift their upper body (head and torso) by bending at the waist and touch their elbows to the kneecaps. They will then return to the starting position with their shoulder blades touching the surface. This will count as one sit-up. If the candidate lifts their buttocks from the ground, arches their back, moves their fingertips forward of the back of the ears, fails to break the vertical plane and touches the knees, fails to touch their shoulder blades to the ground, or has either foot break contact with the ground during a repetition, they will receive a warning. For any subsequent violation, the repetition will NOT count. If the candidate uses their hands or arms to help them up to the rest position or rests in the down position with no attempt to complete a repetition, this exercise will be terminated.

If, while performing this exercise, the angle created by the candidate’s upper and lower leg becomes greater than 90 degrees, they will be required to reposition their legs to the proper angle before they will be allowed to continue with their sit-ups. During new hire and pre-Academy testing, candidates must complete 24 proper sit-ups within one minute, to achieve a passing score. In order to graduate the Academy, candidates must complete 30 proper sit-ups within one minute.

4) **PUSH-UPS**: This exercise measures the muscular endurance of the upper body (chests, shoulders, triceps). This is important for tasks performed by a Police Officer, which includes uses of force, lifting, carrying, and pushing. The push-up begins in the front-leaning rest or "up" position by placing hands on the surface just outside a straight line down from the shoulders. The back, buttocks, and legs must be in a generally straight line from the head to the heels. The feet may be together or up to 12 inches apart. When the instructor says “GO,” the candidate will lower their body in a complete unit by bending the elbows until the tops of the upper arms, shoulders, and upper back are aligned and parallel to the ground. Once the candidate returns to the starting position by soft-locking their elbows, they have completed one repetition. If the candidate arches their back, fails to keep their body relatively straight, or fails to soft-lock their elbows, they will receive a warning. For any subsequent violation, the repetition will NOT count. Resting must be done in the "up" position. During new hire and pre-Academy testing, candidates must complete 18 proper push-ups, with no time limit, to achieve a passing score. In order to graduate the Academy, candidates must complete 23 proper push-ups, with no time limit.
5) 300-METER RUN: This exercise measures the candidate’s anaerobic power. It will begin with the candidates lined up behind the marked starting line. When the candidates are given the command to begin, they will sprint as fast as possible to the finish line. During new hire and pre-Academy testing, candidates must complete the 300-meter run in 82 seconds to achieve a passing score. In order to graduate the Academy, candidates must complete the 300-meter run in 68 seconds.

6) MILE AND ONE-HALF RUN: This exercise measures the candidate’s cardiovascular endurance or aerobic power. This is important for foot pursuits and use of force situations lasting more than two minutes that Police Officers may encounter. It begins by lining up behind the starting line. When the instructor says “GO,” candidates will begin the run. The number of laps that need to be completed will depend upon the size of the track upon which this exercise is administered. It is performed with a group of candidates in running shoes and proper clothing. Your goal is to complete the 1.5 miles in your maximum sustainable pace. The candidate may complete this exercise by running or mixing a combination of running with walking. The exercise concludes as the candidate crosses the marked finish line for the last lap. The candidate may run alongside another runner, but cannot physically assist or be assisted by another runner. The candidate will be measured in minutes and seconds as to the time it takes to complete the mile and one-half run. During new hire and pre-Academy testing, candidates must complete the run in 20 minutes, 20 seconds to achieve a passing score. In order to graduate the Academy, candidates must complete the run in 16 minutes, 57 seconds.

WRITTEN EXAM

The Written Exam consists of 169 multiple-choice questions broken down into four components:

a. Ability to observe and recall facts and details - how well you observe things and how well you remember what you observed.

b. Written communication skills - your knowledge of the English language, grammar, spelling, and punctuation to communicate; and your ability to use the English language in writing to communicate thoughts, ideas, direction and instructions clearly and concisely.

c. Ability to demonstrate reading comprehension to understand written information - your basic reading skills.

d. Ability to demonstrate organizational citizenship (Biographical Inventory) - the similarity between your work preferences and experiences and those of persons who have been successful in a community policing organization such as the LVMPD; designed to measure your potential for success as a Police Recruit.
Interested and qualified individuals must first submit an employment application with the LVMPD for qualifications screening and if screened in, to be scheduled for this Written Exam offered at a particular location on specific dates and times in Las Vegas, Nevada.

On the following pages, there are sample questions for each of the four (4) sections of the exam. Try reading the instructions and questions, and responding as though you were actually taking the exam. The sample test begins on the following page.
Written Exam Section I: Accuracy of Observation

This section of the exam consists of a picture and forty (40) questions to test your ability to observe and recall facts and details. When the monitor tells you to begin, you will open the Recall Packet and have TWO (2) minutes to observe as many details of the entire scene as possible. You may not take notes during these two (2) minutes. When time is called, you must stop studying the picture and it will be collected from you.

You will be given several types of questions regarding your review of the picture. One type is to read the provided statements about the picture carefully and decide whether each is true or false. Then you will use a key similar to the one below to record your answer on your answer sheet.

Key

A = The statement is true.
B = The statement is false.

Look at the sample statements below and note how the response to each question is marked on the sample answer sheet.

1. The test takers are being given the instructions.
2. There is an elephant sitting in the corner of the room.

Sample Answer Sheet

<table>
<thead>
<tr>
<th></th>
<th>(T)</th>
<th>(F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>4</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>5</td>
<td>A</td>
<td>B</td>
</tr>
</tbody>
</table>

The first sample statement is true. Therefore, the letter "A" has been marked on the Sample Answer Sheet for number 1 to indicate that sentence number 1 is true.

The second sample statement is false. Therefore, the letter "B" has been marked on the Sample Answer Sheet for number 2 to indicate that sentence number 2 is false.

When you mark your answers on the answer sheet, be sure that the number of the answer space you mark is the same as the number of the question that you are answering. Be sure that you mark only one answer for each question.
Practice
This page contains a sample scene for you to review for TWO (2) minutes, as you would when taking the actual exam. Once the TWO (2) minutes have passed, continue to the next page and answer the questions WITHOUT referring back to the picture.
Sample Questions
Read each statement below carefully and decide whether it is true or false, based upon the picture you just studied. Do NOT refer to the picture to answer the questions as this section of the exam is designed to measure your ability to observe and recall facts and details. If the below statement is true, blacken the "A" space on the answer sheet for that question. If the statement is false, blacken the "B" space on the answer sheet for that question.

Key
A = The statement is true.
B = The statement is false.

1. The time of the accident was approximately 10:00 o'clock.
2. There is a stop sign on the corner nearest the accident.
3. There were passengers on the bus.
4. Both the bus driver and the police officer wore mustaches.

Correct Responses
1. A
2. B
3. A
4. B

Another type of question you will encounter on the actual exam asks whether or not an object was or was not visible in the picture that you just studied. If one or more of each listed object was visible, you are to blacken the "A" space on the answer sheet. If the object was not visible, you are to blacken the "B" space on the answer sheet. If only part of the object was visible, you are to consider it as being present in the picture.

Key
A = Visible in picture.
B = Not visible in picture.

26. Doctor's office
27. Fire hydrant
28. Drug store
29. Telephone booth

Correct Responses
26. B
27. A
28. A
29. B

The key that you will use to answer these questions on the actual Written Exam will be reproduced on each page so that you will not have to flip back to prior pages to use the key.
Written Exam Section II: Written Communication Skills

This section of the exam is designed to measure your knowledge of the English language, grammar, spelling, and punctuation to communicate; and your ability to use the English language in writing to communicate thoughts, ideas, direction and instructions clearly and concisely. It consists of written sentences. Some of these sentences are grammatically correct and others are incorrect. You are to read each sentence and decide whether it is correct or incorrect. Then use the answer key below to record your answer on the answer sheet.

Key
A = The sentence is grammatically correct.
B = The sentence is grammatically incorrect.

The kinds of errors that you will find include incomplete sentences, incorrect word usage, and subject/verb disagreements. There are no intentional errors in spelling, punctuation, or capitalization. However, word usage errors that you should be alert to may include the use of the incorrect form of a word that has more than one form or spelling. For example, a sentence may include the word “to” when the word should have been “two.”

Look at the sample sentences below to see some of the kinds of errors that you should be looking for and note how the response to each numbered sentence is marked on the Sample Answer Sheet. The key that you will use to answer these questions on the actual Written Exam will be reproduced on each page so that you will not have to flip back to prior pages to use the key.

Sample Sentences

1. The accident in the busy intersection required to officers to direct traffic.
2. Is a favorite spot for homeless persons to spend the night.
3. The smaller boys plays in the fenced yard.
4. Shop owners expect officers to handle incidents in the mall.

Sample Answer Sheet

<table>
<thead>
<tr>
<th>(T)</th>
<th>(F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>6</td>
<td>A</td>
</tr>
</tbody>
</table>
The first sample sentence is incorrect because it has the word "to" where the word "two" should have been used. Therefore, the letter "B" has been marked on the Sample Answer Sheet for question number 1 to indicate that sentence number 1 is grammatically incorrect.

The second sample sentence is incorrect because it is an incomplete sentence. It does not tell us what it is that is a favorite spot for homeless persons. Therefore, the letter "B" has been marked on the Sample Answer Sheet for question number 2 to indicate that sentence number 2 is grammatically incorrect.

The third sample sentence is incorrect because it has a subject/verb disagreement. The plural subject "boys" should be used with the verb "play," not the verb "plays." Therefore, the letter "B" has been marked on the Sample Answer Sheet for question number 3 to indicate that sentence number 3 is grammatically incorrect.

The fourth sample sentence is correct. Therefore, the letter "A" has been marked on the Sample Answer Sheet for question number 4 to indicate that sentence number 4 is grammatically correct.

When you mark your answers on the answer sheet, be sure that the number of the answer space you mark is the same as the number of the question that you are answering. Be sure that you mark only one answer for each question.

The key that you will use to answer these questions on the actual Written Exam will be reproduced on each page so that you will not have to flip back to prior pages to use the key.
Written Exam Section III: Reading with Understanding

This part of the exam measures your ability to demonstrate reading comprehension to understand written information. It contains a set of policies or procedures labeled General Orders. You will read each General Order and answer the questions that follow. This is not a memory test. You may refer back to the written information as often as you wish. You should not assume anything that is not stated in the questions, nor apply any knowledge you may have of law enforcement policies and procedures. The following instructions are to be followed in answering the multiple-choice questions in this part of the exam. Read these instructions and the example carefully, and note how the answer has been indicated on the Sample Answer Sheet. When you are given a multiple-choice question, select the ONE BEST ANSWER of the choices given. Then blacken the space over the correct letter on the answer sheet.

Multiple-Choice Example:

1. The capital of the United States is:
   
   A. Chicago
   B. New York
   C. Los Angeles
   D. Washington, D.C.

Sample Answer Sheet

The correct answer to example number 1 is "D." Washington, D.C. is the capital of the United States. Therefore, you will notice that on the Sample Answer Sheet, the letter "D" has been marked for sample item number 1.
SAMPLE READING PASSAGE
Any City, USA
Police Department

General Order:  #106
Subject:  Special Event Crowd Control

Policy
This policy is intended to ensure the safe operation of the recreational facilities contained within the city during special events where large numbers of people are involved.

Procedure
A) The closing of city facilities will be determined prior to the event by city officials and event coordinators. When an officer is preparing to close a park facility, he/she will announce the following script on the public address system of the squad car:

1. "The City Park is now closed. Please leave the area."
   a. The above script will be the only words used on the public address system when officers go through an area on the first and second sweeps, announcing that the area is closed.

Special Circumstances
A) When the safe flow of traffic is prevented by overcrowding in a park facility, these recommendations should be followed:

1. Closure of an area at 15 minute intervals to allow patrons to leave an area prior to allowing additional patrons into the area.
   a. The time intervals are at the discretion of the supervisor on the scene.
   b. In these situations officers are reminded that the public is entitled to know why the area is closed and approximately when they will be allowed back into the area.
   c. The safety of the public shall be the primary concern.
   d. Officers involved in the control of traffic in these situations will wear their traffic vests and pay close attention to ensure the safety of everyone involved.
   e. When vehicles are used to assist in the control of traffic, they will be strategically placed where they do not impede the flow of other traffic. The emergency lights of the vehicles should be turned on for safety purposes and to reduce confusion for the public.

This order supersedes all written and unwritten policies and directives of the City Police Department on this subject. By order of the Chief of Police.
Sample Questions for Reading Passage

1. According to General Order #106, when an officer is preparing to close a park facility, the second sweep through the area is used to:
   
   A. inspect for unsafe or hazardous situations.
   B. complete a case report about the area.
   C. identify areas for attention by the custodial crew.
   D. repeat the closing announcement.

2. According to General Order #106, when overcrowding occurs in a park facility, the officer's first consideration should be:
   
   A. the safety of patrons.
   B. the safe flow of traffic.
   C. allowing patrons to leave an area prior to allowing additional patrons into the area.
   D. keeping the public informed of approximately when they will be allowed back into the area.

3. When officers are controlling traffic they will:
   
   A. wear their traffic vests.
   B. use the public address system of the squad car.
   C. complete a case report.
   D. notify Headquarters desk personnel via telephone.

Correct Responses

1. D
2. A
3. A
Written Exam Section IV: Biographical Inventory

This section is a Biographical Inventory and is designed to measure your ability to demonstrate organizational citizenship. The questions will ask for information about you and your background. These kinds of questions are often asked during an oral interview. For years, employers have been using interviews to relate personal history, preferences, and attitude to job success. This Biographical Inventory attempts to do the same.

An interview often fails because the wrong questions are asked or different questions are asked of each candidate. The Biographical Inventory includes questions which have been shown to be related to job success. It has been found that successful employees tend to select some answers more often than other answers, while less successful employees tend to select different answers.

The usual employment test includes questions which have one "correct" or "best" answer. The questions in a Biographical Inventory do not have a single correct answer. Credit is usually given for more than one answer, since some successful employees may select one of the answers while others may tend to select another of the answers.

Instructions

You are to answer the following questions using the instructions for multiple-choice questions provided at the beginning of this exam. You may only mark one response to each question. It is possible that none of the answers applies well to you. However, one of the answers will surely be more true (or less inaccurate) for you than the others. In such a case, mark that answer.

You cannot improve your score by trying to fake your answers. The answer which may seem most desirable may not receive any credit. Trying to answer questions according to what looks like a desirable answer is more likely to lower your score than raise it. The credit that is given is not based upon what seems to be a desirable answer. The credit that is given depends upon how successfully employees describe themselves when honestly responding to these same questions. Therefore, it is to your advantage to answer each question as it is most true for you. **It is also to your advantage to answer every question.**

1. When you were a student, how would you compare yourself with others if you had done the very best you could?

   A. I would have been at the top of the class.
   B. I would have been in the top 10 percent of the class.
   C. I would have been above average.
   D. I would have been average.
   E. I would have been below average.
2. How often do you like to be told how well you are doing in your job?
   A. About once a week.
   B. About once a month.
   C. About once a quarter.
   D. Only during standard performance periods.
   E. Only when a major project has been completed.

3. Do you feel that the grades you received in high school were as good as your capabilities?
   A. Yes, they were about as good as I could do.
   B. No, they were poorer than what I could do.

4. In what area did you have your most outstanding negative experience on your first job?
   A. Relationships with management or supervisors.
   B. Relationships with my fellow workers.
   C. Relationships with clients or the public.
   D. Lack of enjoyment of the work itself.
   E. None of the above.

5. What do you feel has been your major accomplishment outside of work?
   A. Family activities.
   B. Community activities.
   C. Development of self.
   D. Development of social activities.
   E. Something else.

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**ORAL BOARD**

The Oral Board is a structured interview designed to measure your (1) background and organizational citizenship, (2) cognitive skills, (3) interpersonal skills, and (4) verbal communication skills. All candidates are asked the same set of structured questions which are open-ended to allow you to express your views more thoroughly than a multiple-choice question would permit. Answers are evaluated by a panel consisting of multiple interviewers, some of whom may be commissioned personnel. The scoring range is from a rating of “does not meet minimum competency” to “excellent.”

The Oral Board questions do require a great deal of thought about yourself and why you want to become a Police Recruit with the LVMPD. Knowing what to expect in an Oral Board interview may help you overcome some of your nervousness. Remember that a little nervousness is to be expected. The key is to control it. The best way to control it is to BE
PREPARED. There are several ways you can prepare:

- Learn as much as possible about the Department and what an LVMPD Police Officer does by researching online, talking to people who may know, observing Officers when you see them, do a ride-along, etc.
- Prepare a list of all of your jobs, accomplishments, skills, training you have received, education, etc.
- Prepare responses to the below list of sample questions as practice for the real questions on the day of your interview. Pull information from your above list of accomplishments to answer the questions, even if you have little or no previous experience. Find some things in common between being a Police Officer and what you have accomplished.
- Have your people you can trust ask you possible interview questions, so they can let you know where you did well and where you could do better.

Helpful Hints

- Dress appropriately, unless interview immediately follows Physical Fitness Exam (professional attire, shoes polished, clothes clean, hair and nails clean). Do not wear something that is too tight or uncomfortable.
- Introduce yourself confidently with a firm handshake.
- Don't be afraid to sell yourself. Be your own advocate for this job. Of course, balance that with not being arrogant.
- Set yourself apart so that the interviewers will remember you in a positive way.
- Show the interviewers why you, amongst all of the other candidates, are THE best person for the job.
- Show appreciation for the interview. Thank the interviewers for their time after the interview.

DO NOT:

1. Do not arrive late!
2. Do not dress casually (unless interview immediately follows Physical Fitness Exam).
3. Do not smoke.
4. Do not wear sunglasses or a hat during your interview.
5. Do not chew gum.
6. Do not bring a drink with you (e.g., coffee or coke).
7. Do not slouch.
8. Do not swear or use inappropriate language.
9. Do not bring a friend or family member with you to your interview.
10. Do not downgrade previous employer(s).
11. Do not rely upon TV to provide you with information about what a Police Officer does.
Examples of Oral Board Questions You May Be Asked:

- Why do you want to become a Police Recruit with the Las Vegas Metropolitan Police Department?
- How have you prepared for this position?
- Tell us about your experience and training as it relates to the position of Police Recruit.
- What are your qualifications?
- What do you consider to be your greatest assets (strengths)?
- What do you consider to be your greatest liabilities (weaknesses)?
- What do you consider to be your most outstanding trait? Why?
- How would you rate your ability to get along with others? What is the basis for this rating?
- What experience do you have as part of a team effort?
- Why did you choose a career in law enforcement?
- What motivates you to put forth your greatest effort?
- How would you describe your work ethic?
- How has your education/training prepared you for a career in law enforcement?
- What two or three accomplishments have given you the most satisfaction and why?
- In what kind of work environment are you most comfortable?
- How would you rate your ability to work under pressure? What is the basis for this rating?
- What two or three things are most important to you in your present job?

The questions are designed to determine whether or not you are suitable and/or ready to take on the serious responsibilities of a Police Officer. The key to being successful in these questions is to be yourself. Answer the questions the way you would actually handle the situations. The Oral Board raters DO NOT expect you to have any prior law enforcement experience to answer these questions. They DO expect you to approach them logically by applying common sense and interpersonal skills.

Typically, the final question of an Oral Board will be something like:

"Is there anything you would like to add that will assist us in making our rating?"

Remember, this is a question for which you should have a well thought-out answer. This is your last opportunity to sell yourself.

If you feel you are eligible for Veteran’s Preference Points, please refer to the job posting for instructions on when to submit your DD214 or Statements of Service to be considered for these points.

BACKGROUND INVESTIGATION PROCESS

The Background (Life History) Investigation Process, which is administered by the Backgrounds Section, involves several areas and is designed to obtain a complete picture of
your character. Since a Police Recruit must be above reproach in behavior, both on and off duty, it is critical that any appearance of impropriety be researched before hiring.

**Background (Life History) Interview/Investigation**

You will undergo a Background (Life History) Investigation, which includes a Background (Life History) Interview as well as law enforcement computer systems checks. As part of the Background Investigation, you will be required to complete a lengthy Personal History Statement (PHS). To access the PHS, you will be emailed the link so that you can submit your completed PHS within the specified timeframe. The PHS inquires about your marital history, family, character references, places of residence, financial history, work history, military background, driving record, criminal history, drug and alcohol usage, and educational background. You will also be required to provide originals or certified copies of the following documents, if applicable to you. Further information is available on [www.protectthecity.com](http://www.protectthecity.com) under the “Joining the Force,” “Background.”

- Birth Certificate;
- Proof of U.S. Citizenship (if born abroad);
- High School Transcript or GED Certificate AND GED Transcript;
- College Transcript;
- DD-214 or Statement of Service (if in the military);
- Valid Driver’s License;
- Social Security Card;
- Selective Service Registration (males under 27);
- All Legal Name Change Documents;
- Criminal Court Documents;
- Social Security Work History Report (10 years); and
- IAB Clearance Letter (Law Enforcement ONLY).

**Polygraph Examination**

The Background (Life History) process also includes a Polygraph Examination. This Exam is used in conjunction with the other aspects of the testing process to assist the Department in determining your suitability for employment. You will be required to complete a Polygraph Booklet for this Exam.

**Written Psychological Exam and Oral Clinical Interview**

You will also be required to complete a six-hour Written Psychological Exam and an Oral Clinical Interview which is conducted by a licensed psychologist.

**Medical Examination**

At the very end of the selection process, you will also be required to undergo a complete Medical Exam and Drug Screening Test which meets the Department’s medical standards. The Medical Exam will include a standard physical exam, visual acuity testing, color perception testing (normal color vision required), audiogram, routine blood and urinalysis
testing, chest x-ray, and an electrocardiogram.

Second Physical Fitness Exam

The State of Nevada Peace Officers’ Standards and Training (POST) requires Police Recruit candidates to successfully complete a second Physical Fitness Exam within 30 days prior to the start of the Academy and no later than 14 days after the Academy begins. The LVMPD administers this Exam prior to the start of the Academy.

ACADEMY EXPECTATIONS

During the Academy and Field Training Program, you are required to adhere to many rules. The setting is one of strict discipline and you are expected to give 100%.

Financial Concerns in the Academy

It is expected that Recruits enter the Academy with their financial matters in order. The LVMPD will issue you uniforms and BASIC police equipment EXCLUDING boots, a firearm, a firearm holster, ammunition magazines, a firearm cleaning kit, a gear bag, a report posse box, a vest, a flashlight, pens, folders, towels, and physical fitness clothing. Candidates will receive an Academy packet that goes into greater details about the equipment that is issued, and the equipment that must be purchased by you. Every Recruit needs to be financially prepared to cover the costs of these and additional items. Any Recruit who does not buy the required equipment or who bounces a check will be subject to termination.
ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. The Department does not pay expenses for those testing for related expenses for those hired.

2. All newly hired Police Recruits must complete their Academy during probation. The Academy is conducted by the Department’s training staff at the Department’s training facilities in Las Vegas, and it does not require Recruits to “live in.”

3. If you successfully complete the selection process, you will be hired by the Department as a Police Recruit which is a civilian classification assigned to pay schedule K24, as authorized vacancies arise. Upon graduation from the Academy, you will receive your commission and the title of Police Officer I, which is assigned to commissioned pay schedule M20. You will then begin your 18-month probationary period.

4. Police Officers will be required to wear body cameras, vests and other safety equipment.

5. The LVMPD’s Personal Appearance Policy requires that, while on duty, and/or representing the Department, uniformed or otherwise, all Department employees will be neat and clean in their appearance in public. Employees are prohibited from attaching, affixing, or displaying objects, articles or jewelry on or through the nose, tongue, eyebrow or other exposed body part, except the ears for females, while on duty. Employees are prohibited from stretching or “gauging” their earlobes. All jewelry implants will not be exposed or visible while on duty. Tattoos or branding will not be exposed or visible while on duty and/or representing the Department. Such markings must be covered by clothing, and may not be covered by make-up or bandages. Tattoos or branding anywhere on the body that promote racism/discrimination, indecency, extremist or supremacist philosophies, lawlessness, violence, or contain sexually explicit material are prohibited.

6. The Department does not restrict the employment of family members.

7. Cost of living raises are negotiated with employee associations.

8. You must be able to complete all parts of the testing process, including the Physical Fitness Exam, on the scheduled dates listed in the job posting. Otherwise, you will be withdrawn from the process, take a spot from another viable candidate and have to re-apply.

*If you have any further questions about our testing process or the requirements listed within this Guide, please review the FAQs on the Employment Page of www.lvmpd.com or email our Recruitment Center at recruitment@lvmpd.com. Our offices are open Monday through Friday, 0800-1600 hours. Further details may also be found on www.protectthecity.com.
DEPARTMENT MISSION, VISION, AND VALUES

The vision of the Las Vegas Metropolitan Police Department is for the Las Vegas community to be the safest community in America. The mission of the Las Vegas Metropolitan Police Department is to partner with the community to provide outstanding service and protection through prevention, innovation and leadership.

The LVMPD is an equal opportunity employer. All appointments to the competitive service shall be made without regard to race, color, religion, sex, age, disability, sexual orientation, national origin, genetic information, military service, or political affiliation, and shall be based on merit and fitness only. The LVMPD is accredited by the Commission on Accreditation for Law Enforcement Agencies.

The acronym “I CARE” is the guiding principle for each and every LVMPD employee. This acronym represents the values of the Las Vegas Metropolitan Police Department: Integrity, Courage, Accountability, Respect for People, and Excellence. The values are supported by behaviors, demonstrated by the actions of employees, as they live these values. All employees are expected to represent the values of the Department while in the workplace and off-duty.