

# LAS VEGAS METROPOLITAN POLICE DEPARTMENT



## POLICE/CORRECTIONS RECRUIT STUDY GUIDE

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### **INTRODUCTION**

This Study Guide provides information about the selection process that every Las Vegas Metropolitan Police Department (LVMPD) Police/Corrections 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/Corrections 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](http://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 sweatpants 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.

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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.

FITNESS EXERCISE	MINIMUM STANDARD	PHOTO
<b>VERTICAL JUMP</b> (three attempts) (3-minute rest afterwards)	Minimum of a 15-inch jump	
<b>AGILITY RUN</b> (two attempts) (10-minute rest afterwards)	Completed in start to finish in 19.5 seconds or less	

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FITNESS EXERCISE	MINIMUM STANDARD	PHOTO
<p><b>SIT-UPS</b>                      (one minute)                      (rest in up position)                      (5-minute rest afterwards)</p>	<p>30 correct repetitions in 1 minute</p>	
<p><b>PUSH-UPS</b>                      (no time limit)                      (rest in up position)                      (10-minute rest afterwards)</p>	<p>23 correct repetitions with no time limit</p>	
<p><b>300-METER RUN</b>                      (15-minute rest afterwards)</p>	<p>Completed start to finish in 68 seconds or less</p>	

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FITNESS EXERCISE	MINIMUM STANDARD	PHOTO
<b>1.5 MILE RUN</b>	Completed start to finish in 16:57 minutes or less	

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 <https://youtu.be/7ws9TEy707c>.

- 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. Candidates must complete a vertical jump of 15 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. Candidates must complete it in within 19.5 seconds.

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- 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/Corrections 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. Candidates must complete 30 proper sit-ups within one minute.

- 4) **PUSH-UPS:** This exercise measures the muscular endurance of the upper body (chest, shoulders, triceps). This is important for tasks performed by a Police/Corrections 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. 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. 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 pursuits and use of force situations lasting more than two minutes that Police/Corrections Officers may encounter. It begins by lining up behind the starting line. When the instructor says "GO," candidates

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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. Candidates must complete the run in 16 minutes, 57 seconds.

### WRITTEN EXAMINATION

The Written Exam consists of **100 multiple-choice questions** and you will have a total of approximately 2 hours to complete it. It is designed to measure the following areas which have been determined to be important for the job of Police/Corrections Recruit. (Calculators will not be permitted in completing this Exam.)

- 1) Written communication skills - your knowledge of the English language, grammar, spelling, punctuation and capitalization;
- 2) Math skills - your ability to perform basic mathematical calculations;
- 3) Reading Comprehension - Ability to demonstrate reading comprehension to read, understand, recall, and interpret complex documents along with the ability to learn pertinent rules, regulations, polies and procedures; and
- 4) Decision Making/Interpersonal skills - Ability to demonstrate the ability to make good decisions using sound judgement and maintain confidentiality.

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.

## **STUDY GUIDE**

The material contained in this Study Guide Booklet is valid for the Police/Corrections selection process only.

This study guide is intended to give you information about the Las Vegas Metropolitan Police Department the exam process and provide you with definitions and reading passages.

To help you, the booklet is divided into three areas, including:

- Grammar and punctuation rules.
- Definitions.
- Reading passages.

**There will be questions on the Written Exam for Police/Corrections Recruit taken from this study guide.**

**If you do not study this material, you will not do well on the test.**

**GRAMMAR AND PUNCTUATION RULES**

**There will be questions on the Written Exam from this area.**

One of the essential functions of a Police/Corrections Officer is writing reports. Therefore, each candidate will be tested on their knowledge of correct usage of the English language, including grammar, spelling, punctuation, and capitalization. Some grammar and punctuation rules have been provided for you to study.

**GRAMMAR RULES**

1. A verb must agree with its subject in number and person.

**Example**

<u>Singular</u>	<u>Plural</u>
The officer seems quiet.	The officers seem quiet.

2. The number of the verb is not affected by the insertion between subject and verb phrases beginning with such expressions as:

with	as well as
along with	besides
together with	including

**Example**

The report, including the officer's statement, is available to read.

3. Who, Whom
  - a. Use who whenever he, she, they, I, or we could be substituted in the who clause.

**Example**

The matter of who should pay was not decided. (He should pay.)

- b. Use whom whenever him, her, them, me, or us could be substituted in the whom clause.

**Example**

The suspect to whom I was referring is Inmate Smith. (I was referring to him.)

4. Adjective/Adverb

- a. Adjective - a word that answers the question what kind, how many, or which one. An adjective may be a single word, a phrase, or a clause. Use an adjective when the word following a verb describes the subject of the sentence.

Example

The inmate looked happy.

- b. Adverb - a word that answers the question, when, where, why, in what manner, or to what extent. An adverb may be a single word, a phrase, or a clause. An adverb modifies the meaning of a verb, an adjective, or another adverb. Use an adverb when the word following a verb refers to the action of the verb.

Example

The judge entered the courtroom quickly.

5. The words each, every, either, neither, one, another, and much are always singular. When they are used as subjects or as adjectives modifying subjects, a singular verb is required.

Example

Each employee has a locker and lock.

6. To express a negative idea in a sentence, use only one negative expression in the sentence.

Example

The officers have nothing to report.

- a. If a clause has a negative verb, do not use any additional negative expressions, such as nor, neither, no, no one, or nothing.

Example

The inmate has not phoned anyone.

- b. If a clause contains any one of the following expressions -- no, no one, none, nothing, neither...nor -- make sure that the verb and all other words are positive.

Example

None of the officers appeared in court.

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7. Do not omit essential prepositions.

Example

The facility does not admit that type of drug user.

8. Do not confuse certain possessive pronouns with contractions and other phrases that sound like the possessive pronouns:

Its (possessive)	it's (it is)
their "	they're (they are)
theirs "	there's (there is)
yours "	you're (you are)

9. Capitalize every proper noun, that is, the official name of a particular person, place, or thing.

Example

Sergeant Smith accepted the award.

10. Use a comma:

- a. to separate the two main clauses in a compound sentence when they are joined by and, but, or, nor.

Example

The Sheriff liked the proposal, but he felt the draft needed to be rewritten.

- b. to separate three or more items in a series.

Example

Contraband includes gum, candy, and cigarettes.

- c. to set off the year when it follows the month and day.

Example

On July 1, 1993, the new facility opened.

**DEFINITIONS LIST**

**There will be questions on the Written Exam from this area.**

The following list of words with their definitions is provided to you to help you begin understanding common terms used in law enforcement. **Definition items on the Written Exam will come from this list.**

**Arrest:**

The taking of a person into custody in a case and in the manner authorized by law.

**Assault:**

Unlawfully attempting to use physical force against another person; or intentionally placing another person in reasonable apprehension of immediate bodily harm.

**Battery:**

Any willful and unlawful use of force or violence upon the person of another.

**Burglary:**

Every person who, either by day or night, enters any structure with intent to commit grand or petit larceny, any felony, assault, or battery, or to obtain money or property by false pretenses, is guilty of burglary.

**Classifications of Crime:**

**Felony**

Punishable by death or imprisonment in the state penitentiary.

**Gross misdemeanor**

Punishable by fine of not more than \$2,000.00 or imprisonment in the county jail for not more than 1 year or by both fine and imprisonment.

**Misdemeanor**

Punishable by fine of not more than \$1,000.00 or imprisonment in the city or county jail for not more than 6 months, or by both fine and imprisonment.

**Corpus Delicti:**

The substantial and fundamental facts necessary to prove the commission of a specific crime or offense.

**Crime:**

A crime is an act or omission forbidden by law, punishable upon conviction by death, imprisonment, fine or other penal discipline.

**Elements of a Crime:**

In every crime or public offense, there must exist a union or joint operation of act and intention or criminal negligence.

**Evidence:**

All the means by which any alleged matter of fact, the truthfulness of which is submitted for investigation, is established or disproved.

**Home Invasion:**

Every person who, by day or night, forcibly enters an inhabited dwelling without permission of the owner, resident or lawful occupant, which involves any act of physical force resulting in damage to the structure, whether or not a person is present at the time of the entry, is guilty of invasion of the home.

**Homicide:**

The killing of one human being by another.

**Intent:**

A state of mind in which a person seeks a particular result through a particular course of action.

**Larceny from Person:**

The unlawful taking, from the person of another, without his consent, any money, property or thing of value, under circumstances not amounting to robbery.

**Manslaughter:**

The unlawful killing of a human being without malice, either expressed or implied, and without any mixture of deliberation.

**Mayhem:**

Unlawfully depriving a human being of a member of his body or disfiguring or rendering it useless.

**Parties to Crimes:**

**Principals**

Every person who aids or abets in the commission of a crime, either during or prior.

**Close Relationship**

Husband, wife, brother, sister, parent, grand-parent, child or grandchild to the offender.

**Accessories**

All those persons not standing in close relationship to the offender who give aid after the crime, with knowledge of its commission.

**Prima facie Case:**

Legally sufficient to establish a fact or a case unless disproved.

**Probable Cause:**

Probable cause exists when the facts and circumstances known to the officer would warrant a prudent man in believing that a crime had been committed and that the accused had committed it.

**Robbery:**

The unlawful taking of personal property from the person of another, or in his presence, against his will, by means of force or violence or fear of injury immediate or future.

**Sexual Assault:**

A person who subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or another, against the victim's will is guilty of sexual assault.

**Sound Mind:**

A person shall be considered of sound mind who is not an idiot and who has reached the age of 14 years or, before that age, if such person knew the distinction between good and evil.

**Statutory Sexual Seduction:**

Statutory sexual seduction means ordinary sexual intercourse, anal intercourse, cunnilingus or fellatio committed by a person 18 years of age or older with a consenting person under the age of 16 years.

**READING PASSAGES**

**There will be questions on the Written Exam from this area.**

**READING PASSAGE A**

***DEPARTMENT VALUES***

The values of the Las Vegas Metropolitan Police Department are:

- Integrity
- Courage
- Accountability
- Respect
- Excellence

The acronym “**I CARE**” is the guiding principle for each and every employee.

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.

***DEPARTMENT VISION***

The vision of the Las Vegas Metropolitan Police Department is to be the safest community in America.

***DEPARTMENT MISSION***

The mission of the Las Vegas Metropolitan Police Department is to provide exceptional police services in partnership with the community.

***DEPARTMENT GOALS***

The goals of the Las Vegas Metropolitan Police Department are:

1. **Strategic** prevention and reduction of crime.
2. **Appreciate** our employees and those we serve.
3. **Foster** leadership, accountability, and reform
4. **Excel** in communication, innovation, and technology.

The acronym “**SAFE**” is the guiding principal for the department’s goals.

### **READING PASSAGE B**

The following reading passage is an excerpt from the LVMPD Manual and discusses prohibited acts while on duty.

#### **CONDUCT ON DEPARTMENT PREMISES**

Members will congregate only in those rooms set aside as meeting places. Loud and boisterous conversation in public view or hearing will be avoided. A professional manner will be maintained at all times while on duty. Members in charge of department premises, or any part thereof, shall prevent loafing or loitering by persons not on police business. Members will not permit persons to remain in a department facility or vehicle unless they are there on official business.

Members shall maintain quarters, lockers and desks used by them in a neat, clean and orderly condition

#### **READING NEWSPAPERS ON DUTY**

While on duty, members shall not read newspapers, periodicals, or similar matter, in public view, except in line of duty.

#### **USE OF TOBACCO PRODUCTS ON DUTY**

Members will not smoke tobacco products, use smokeless tobacco, or use electronic cigarettes on duty while engaged in direct contact with, in direct view of, or while serving the public. Smoking tobacco products, using smokeless tobacco, or using electronic cigarettes is prohibited in all department facilities and vehicles.

#### **GAMBLING ON DUTY**

Department members on duty (including any paid break or lunch period) are forbidden from gambling (i.e., slots, video poker, live games, sporting events, etc.), except in the line of duty. This rule applies to all members of the department, commissioned and civilian. Department members in uniform (on or off duty) shall not gamble.

#### **SHOPPING ON DUTY**

Members shall not shop, barter, or trade while on duty, nor devote any of their on duty time to any activity other than that which relates directly to their work.

#### **LOITERING**

Members, while on duty, shall not loiter in cafes, drive-ins, service stations, or other public places.

#### **SLEEPING ON DUTY**

Sleeping while on duty is prohibited. A member who is struggling to remain awake while on-duty must advise his direct supervisor, who will determine the proper course of action. A supervisor who finds a department member sleeping on-duty will address the situation with the member and determine the proper course of action given the circumstances.

**READING PASSAGE C**

The following reading passage is an excerpt from the LVMPD Manual and discusses personal appearance of Department employees.

It is the policy of this Department to ensure that all employees portray the most favorable image of law enforcement. Such an image should reflect the highest professional standards and be consistent with public expectations of a disciplined organization which demonstrates confidence and trust.

**ALL MEMBERS OF THE DEPARTMENT**

While on-duty and/or representing the Department, all members of the Department will be neat and clean in their appearance in public. Makeup (including nail polish) and hairstyles will be reasonable, conservative, and appropriate to the business environment (not extreme or bizarre). Hair color will be common, natural colors with no unnatural streaking colors. Male members may not wear earrings; however, other neck and hand jewelry may be worn in a tasteful and business-like manner. Members 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.

Tattoos or branding will not be exposed or visible while on duty and/or representing the Department. Such markings must be covered by clothing.

**MALE COMMISSIONED OFFICERS**

Hair will be neat, clean, trimmed, well-groomed, and will not exceed 1/2 inch below the top of the buttoned shirt collar while standing. Bangs will be cut or styled so that hair will not interfere with vision. Hair on the sides of the head will be combed so as not to cover more than 1/2 inch of the outside portion of the ear. Hair color will be as described above. Hair will not be cut or styled into unusual shapes, with unusual colors, or have shaved designs, braids, or jewelry attached. Wigs and hairpieces will not be used to circumvent the hair standards established in this policy.

Sideburns will not extend past the middle of the ear, will not be any wider than one inch at the bottom, and will not be conspicuous in manner and styling. Beards or other facial hair not falling within the criteria of this regulation will not be permitted.

Mustaches may be worn neat, trimmed, and may not extend:

1. Down, over the middle of the upper lip.
2. Over 1/2 inch out, past the corners of the mouth.
3. More than 1/4 inch below the corners of the mouth.

Nails will be neatly groomed and not exceed the tip of the finger.

**READING PASSAGE C... continued**

The following reading passage is an excerpt from the LVMPD Manual and discusses personal appearance of Department employees.

**FEMALE COMMISSIONED OFFICERS**

Hair will be kept neat, clean, well-groomed, and will not exceed 1/2 inch below the top of the buttoned shirt collar while standing. Bangs will be cut or styled so that hair will not interfere with vision.

Uniformed, female commissioned officers may wear long hair if it is gathered neatly into a pony tail or braid and fastened securely to the head so that the hair does not exceed 1 inch below the top of the buttoned shirt collar while standing. Hair color will be as described above. Shaved designs are prohibited. Hair combs or bands may be worn to secure the hair, but they must be black or brown, without ornamentation, and no longer or wider than two inches. Wigs and hairpieces will not be used to circumvent the hair standards established in this policy.

Cosmetics may be worn in a conservative manner with neutral colors and lightly applied. Nails will be neatly groomed and not exceed 1/4 inch past the tip of the finger. Nail polish is permissible; however, colors will be in neutral, light tones and without designs.

**EXCEPTIONS**

Exceptions to the standards set forth in this regulation will be upon prior approval of the division commander and will be approved only for covert or undercover assignments and only for the duration of those assignments.

### **ORAL BOARD (The Oral Board Is Suspended Indefinitely)**

Even though the oral board is currently suspended, candidates must be prepared to participate in one at any time by studying the following section.

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/Corrections 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/Corrections Officer does by researching online, talking to people who may know, observing Officers when you see them, do a ride-along, tours, etc.
- Prepare a list of all 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/Corrections 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.
- Do not 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 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:**

- ⑥ Do not arrive late!
- ⑥ Do not dress casually (unless interview immediately follows Physical Fitness Exam).
- ⑥ Do not smoke.
- ⑥ Do not wear sunglasses or a hat during your interview.
- ⑥ Do not chew gum.
- ⑥ Do not bring a drink with you (e.g., coffee or coke).
- ⑥ Do not slouch.
- ⑥ Do not swear or use inappropriate language.
- ⑥ Do not bring a friend or family member with you to your interview.
- ⑥ Do not downgrade previous employer(s).
- ⑥ Do not rely upon TV to provide you with information about what a Police/Corrections Officer does.

**Examples of Oral Board Questions You May Be Asked:**

- ⑥ Why do you want to become a Police/Corrections Recruit with the Las Vegas Metropolitan Police Department?
- ⑥ How have you prepared for this position?
- ⑥ Tell us about your experience and training as it relates to the position of Police/Corrections Recruit.
- ⑥ What are your qualifications?
- ⑥ What do you consider to be your greatest assets (strengths)?
- ⑥ What do you consider to be your greatest liabilities (weaknesses)?
- ⑥ What do you consider to be your most outstanding trait? Why?
- ⑥ How would you rate your ability to get along with others? What is the basis for this rating?
- ⑥ What experience do you have as part of a team effort?
- ⑥ Why did you choose a career in law enforcement?
- ⑥ What motivates you to put forth your greatest effort?
- ⑥ How would you describe your work ethic?
- ⑥ How has your education/training prepared you for a career in law enforcement?
- ⑥ What two or three accomplishments have given you the most satisfaction and why?
- ⑥ In what kind of work environment are you most comfortable?
- ⑥ How would you rate your ability to work under pressure? What is the basis for this rating?
- ⑥ What two or three things are most important to you in your present job?

The questions are designed to determine whether you are suitable and/or ready to take on the serious responsibilities of a Police/Corrections 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/Corrections 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/Corrections 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 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/Corrections 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 or Corrections 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 or Corrections Officer I, which is assigned to commissioned pay schedule M20. You will then begin your 18-month probationary period.
4. Officers will be required to wear body cameras, vests and other safety equipment as assigned.
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](http://www.lvmpd.com) or email our Recruitment Center at [recruitment@lvmpd.com](mailto:recruitment@lvmpd.com). Our offices are open Monday through Friday, 0800-1600 hours. Further details may also be found on [www.protectthecity.com](http://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 provide exceptional police services in partnership with the community.

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 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, 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.