



**TOWN OF RUTLAND, VERMONT**  
**Police Department**  
**181 Business Route 4**  
**Center Rutland, VT 05736**  
**(802) 773-2528 x 505**



## **APPLICANT PROCESS**

We are currently accepting applications for the position of Full-Time Police Officer. Please allow 10 - 15 days from the time of submittal before inquiring if we have received your documents, to allow time for us to accept the applications from Human Resources and validate your supporting documentation.

### **STEP 1: Application Review**

Applications will be reviewed by the hiring panel for the Rutland Town Police Department. You will be notified via email if you're selected to move onto the next step of the process, or if your application will remain on file. Applications not selected to move onto the next phase will remain on file for two (2) years.

### **STEP 2: Written, PT and MMPI-2**

Please Note - The written, physical fitness, and MMPI-2 Psychological exam are all given on the same day. Applicants must pass each individual test to proceed to the next test.

On day one of testing, if you pass each section, you may be here from 0830-1630 or later. Please plan accordingly by bringing appropriate snacks and drinks. Professional/ business attire is expected while at the Vermont Police Academy for testing. Please dress in a manner that shows respect to the agency. You will have an opportunity to change into running/PT gear for the physical test. You must bring \$30 cash or check, as well as your photo ID. Be at the Vermont Police Academy no later than 0830 on test day.

## **Written Test**

Written test conducted by the Vermont Criminal Justice Training Council. The test is a general knowledge, multiple choice test in which a passing grade of 70% is required to continue in the process with the PT test. If you fail the written test, you must wait one month before attempting again. After your second failure, you must wait four months before testing again. After a third failure of the written test, you will not be allowed to test again for the Rutland Town Police Department.

For individuals who have a learning disability, accommodations can be arranged, if needed, by contacting Drew Bloom. The Academy may provide accommodations for someone who submits adequate documentation of a disability that impacts test taking. This request must be made no less than two (2) weeks in advance of the test. Written requests are required. Documentation (from a doctor, psychologist, psychiatrist, learning disabilities professional, or other person qualified to diagnose and/or treat such disabilities) of the need for such accommodation must be provided. Contact information, including an address and telephone number, of the person who conducted the assessment must be included. Academy staff will review the material submitted. Further information may be requested. It is the responsibility of the applicant to check with the Academy BEFORE the test date to make sure the accommodation will be granted

## **Physical Fitness Test**

Fitness standards were derived from research conducted by the Cooper Institute for Aerobic Research in Dallas, Texas. These are age and gender-based standards and represent the 50% level of the population tested. Read the Minimum Fitness Standards for Recruits to see the physical fitness standards. You must score a minimum of an AVERAGE in each category to proceed to the next exercise. If you fail any portion of the physical fitness test, you may take the next scheduled physical fitness test. You will not have to retake the written test. The 1.5-mile run will occur outside so please dress appropriately for the weather.

<b>Males</b>	<b>Bench Press</b>	<b>Sit-up</b>	<b>Push-Up</b>	<b>1.5 Mile</b>
20-29	1.06	40	33	11:58
30-39	.93	36	27	12:25
40-49	.84	31	21	13:11
50-55	.75	26	15	14:16
<b>Females</b>				
20-29	.65	35	18	14:07
30-39	.57	27	14	14:34
40-49	.52	22	11	15:24
50-55	.46	17	0	17:13

## **MMPI-2 Psychological Personality Inventory**

This test takes approximately 60-90 minutes and consists of all True/False questions. Your answers will be reviewed by a psychologist to determine suitability to become a Police Officer.

### **STEP 3: Hiring Panel Interview**

Step 3 testing is typically scheduled one to four weeks after the successful completion of Step 2 testing.

A hiring panel interview is held before the Command Staff of the Rutland Town Police Department and the Town's police commission. The panel will score a candidate based on a candidate's reasoning and problem solving, leadership, interpersonal relation skills, communication skills, presentation and achievements, decision making ability, and communication skills. Knowledge of the Department and the job is important.

This is a job interview. Dress in business attire and know about the position for which you are applying.

### **STEP 4: Polygraph**

Step 4 testing is typically scheduled one to four weeks after the successful completion of Step 3 testing.

Polygraph Test - Used to determine a candidate's honesty and suitability to become a Police Officer.

### **STEP 5: Background Investigation and Medical Exam**

A candidate who successfully completes the above testing will have a background investigation completed by a member of the Rutland Town Police Department. Background investigations include examination of motor vehicle and criminal records, financial records, school records, and past and present work history. Also interviewed are friends, family, spouses/significant others, and co-workers.

Upon successful completion of the background phase, candidates will be scheduled for a medical examination. The medical examination will be conducted at one of two locations in the State of Vermont at the department's medical provider. The expense will be covered by the Department.

### **STEP 6: Meeting with Town Police Command Staff**

The Command Staff will meet with prospective applicant(s) and decide if the applicant is suitable for the position of Police Officer.

This is a job interview. Dress in appropriate attire.