

Town of Rutland, Vermont

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Police Department

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 six (6) months.

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.

These tests are conducted at the Vermont Police Academy located in Pittsford, Vermont. On day one of testing, if you pass each section, you may be there 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.

Physical Fitness Test

500 Meter Row and 1.5 Mile Run (new, effective for anyone entering the 116th Basic Training Course and beyond).

The physical readiness test consists of two events; a timed 1.5-mile run and 500 Meter Row Sprint. The scores from both tests will be averaged for a total physical readiness test score. The total score average for both events must be at the minimum of 40th percentile or above to be considered a passing score (Agencies may set a higher score for their hiring requirements, but the Academy has the entrance score at the 40th percentile).

The requirements can be found on the Vermont Police Academy website.

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.