



**TOWN OF RUTLAND, VERMONT
POLICE DEPARTMENT
272 MCKINLEY AVENUE
RUTLAND, VT 05701
(802) 773-2528 x 5**



Ted Washburn – Chief of Police

SCHOOL RESOURCE OFFICER APPLICANT PROCESS

We are currently accepting applications for the position of Full-Time School Resource 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 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 one (1) year.

STEP 2: Hiring Panel Interview

Step 2 is a hiring panel interview held before the hiring panel of the Rutland Town Police Department. 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 you are applying for.

STEP 3: Written, PT and MMPI-3

The Police Academy conducts entrance testing each month for agency-sponsored candidates (there are no tuition students for the state of Vermont, they must be agency sponsored). The entry requirements for the Vermont Police Academy include a written entrance exam, MMPI3, and a PT test.

The written entrance exam is conducted digitally through NTN Frontline; this test is the first step in the entry process. To register your sponsoring agency will submit your information to the VCJC.

After passing the written entrance exam an agency will send the candidate to additional testing at the Vermont Police Academy for an MMPI3 and the Physical Fitness test. Testing is provided monthly at the Academy; registration information is available to agencies in Acadis.

A link to the Vermont Criminal Justice Council is below which will have all the information about the standards and requirements to meet.

[Police Academy Entrance Tests | Criminal Justice Council](#)

Written Test

Each candidate for the Vermont Police Academy must achieve a passing score on the current Vermont Police Academy entrance examination as a prerequisite to acceptance into basic training. The written entrance exam is made up of four sections: Situational Judgement Video Score, Writing Score, Reading Score, and a Public Safety Self-Assessment. All sections must achieve a passing score to continue on in the entrance testing process.

Physical Fitness Test

The PT evaluation consists of the 500-meter row for time. All candidates taking this evaluation will need to do so in the presence of a certified AED/CPR tester. (The damper setting on the rower is set to 5 for each of the evaluations). The candidate will then participate in a 1.5-mile run. The two scores will be averaged for a final standard assessment score.

Proper preparation is critical—not only to avoid injury but also to ensure you can successfully complete the Academy. This document outlines a comprehensive plan to help you prepare for the physical assessment and the demanding challenges you'll face during your time as a law enforcement officer.

A link below from the Vermont Criminal Justice Council has a PT prep program.

[VPA Academy Preparation Program Packet](#)

Level III PT Test - The monthly PT assessment allows candidates and agencies an opportunity to determine passing levels and any remediation that may be required prior to the Level III Orientation physical testing that is scheduled prior to a basic class.

Level II PT Test – Any Level I or Level II Basic Academy classes that are scheduled in 2026 will have a PT requirement. Any candidate for Level I or II training must pass a PT test within 6 months of entry. Testing occurs monthly at the Vermont Police Academy.

Physical Training Standards

The Vermont Criminal Justice Training Council shall designate a qualified trainer to administer the physical fitness assessment to determine the physiological capacity of a candidate to learn and perform the essential job functions of an entry-level police officer. Such test shall be administered prior to the academy and will be posted in the course description of the date.

500 Meter Row and 1.5 Mile Run

The Physical Readiness Test includes two events: a timed 1.5-mile run and a 500-meter row sprint. The scores from these two events are averaged to determine your overall test score. To pass, your average must meet at least the 40th percentile for Level II, or the 50th percentile for Level III beginning in 2026. Individual agencies may also require additional physical fitness standards as part of their hiring process.

The Vermont Police Academy requirements can be found below. Please use the chart below to find your minimum standard and train for a higher percentage to be competitive.

[1.5 Mile Run - Female](#)

[1.5 Mile Run - Male](#)

[500 Meter Row Male/Female](#)

MMPI-3

Agencies that do not conduct their own psychological evaluation of a candidate prior to entry may send them to the VCJC monthly entrance test to receive an MMPI-3.

When the agency is registering the applicant, be sure to include the applicant's name, date of birth, and email address. The test will be taken digitally at the academy.

Information will go out to the candidate on the day of testing to the email provided. If the candidate does not receive this link or if the candidate clicks on the link prior to being instructed, the test cannot occur.

STEP 4: Polygraph

Testing is typically scheduled for one to four weeks after a successful meeting with the hiring panel. This test is 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 examinations 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 expenses 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.

URLs for reference sites

[VPA Academy Preparation Program Packet](#)

[https://vcjc.vermont.gov/sites/vcjc/files/documents/VPA Academy Preparation Program Packet_with program_FINAL.pdf](https://vcjc.vermont.gov/sites/vcjc/files/documents/VPA%20Academy%20Preparation%20Program%20Packet_with%20program_FINAL.pdf)

[1.5 Mile Run - Female](#)

<https://vcjc.vermont.gov/sites/vcjc/files/documents/1.5milerunfemale.pdf>

[1.5 Mile Run - Male](#)

<https://vcjc.vermont.gov/sites/vcjc/files/documents/1.5milerunmale.pdf>

[500 Meter Row Male/Female](#)

<https://vcjc.vermont.gov/sites/vcjc/files/documents/500mtrrowmalefemale.pdf>