



INFORMATIONAL BOOKLET FOR:

POLICE OFFICER

CITY OF NORTH LAS VEGAS
HUMAN RESOURCES DEPARTMENT
2250 Las Vegas Blvd North, Suite 700
North Las Vegas, NV 89030

Mayor

John J. Lee

City Council

Pamela A. Goynes-Brown
Isaac E. Barron
Richard J. Cherchio
Scott Black

City Manager

Dr. Qiong X. Liu, P.E., PTOE

An EEO/AA Employer

AS AN APPLICANT FOR THE POSITION OF ENTRY LEVEL POLICE OFFICER, WE HAVE PROVIDED THIS BOOKLET TO YOU FOR INFORMATIONAL PURPOSES ONLY. WE ASK THAT YOU READ IT CAREFULLY AS IT WILL PROVIDE INFORMATION CONCERNING THIS CURRENT TESTING PROCESS.

RECOMMENDATIONS:

1. Write your name on the front cover of this booklet.
2. **Safeguard it!** This is the only informational booklet you will receive for this process.
3. Carefully read the information contained in this booklet. It may assist in answering some of the questions you have concerning this process.

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Dear Police Officer Applicant:

We appreciate your interest in this career opportunity with the City of North Las Vegas Police Department.

This booklet will provide you with useful information should you decide to proceed in this recruitment process. Individuals seeking career opportunities with the North Las Vegas Police Department will not only find a progressive team, but will enjoy working in one of the fastest growing communities in the United States.

The City of North Las Vegas strives to provide a safe and secure environment where its citizens can live, work and play in a community that cares and is driven to be the community of choice.

The success of any organization is dependent on many factors, but first and foremost is the caliber of its employees. So if you are ready to meet the challenge of a rewarding law enforcement career, we wish you success in this process.

Sincerely,

Paula A. Casey
Sr. Human Resources Consultant

APPLICATION FORM FOR ENTRY POLICE OFFICER REQUIREMENTS

All applicants are personally responsible for submitting a fully completed online application via National Testing Network (NTN). It is the applicant's responsibility to provide copies of the necessary applicable credentials/documents when required. **Do not attach these documents to the Application Form** for Police Officer. These documents may be required at a later time in the process. You may want to start gathering these documents to expedite the process so you will have them when required. Sample verifiable documents which may be required are:

- Birth Certificate
- Valid and current driver's license and driving record
- Original High School transcripts or G.E.D. Certificate
- Military (DD 214) if applicable
- Name change/Adoption documents

- ◆ Applicant must be a U.S. Citizen (N.A.C. 289.110).
- ◆ Applicant may be 20 years of age at time of submitting Application and Testing, but must be 21 years of age or older at time of hire.
- ◆ Applicant must be a high school graduate or possess a G.E.D. (General Education Development) Certificate.
- ◆ Character above reproach pursuant to NRS 289.555 and NAC 289.110. No person will be eligible for employment as a Police Officer who has been convicted of any crime for which the applicant is required to register and/or misdemeanor crime of domestic violence including use/attempted use of physical force. Applicants with lesser criminal records will be evaluated on an individual basis.
- ◆ All personnel must reside in the greater Las Vegas Metropolitan area, such as North Las Vegas, Henderson, Boulder City, or the City of Las Vegas, unless authorized by the Chief of Police.
- ◆ **Although there have been recent changes to laws regarding the legal possession and consumption of Marijuana, the North Las Vegas Police Department will continue to adhere to its professional standards and guidelines as it relates to recent and continuous use of the drug.**

- ◆ Medical Standards for Vision and Hearing: Must meet City's medical standards at time of hire and for duration of employment.
 - Visual Acuity: Vision 20/20 in best eye and not worse than 20/30 in worst eye with/without correction. If correction is necessary, uncorrected vision no worse than 20/100 in each eye.
 - Color Vision: Must recognize 4/6 plates on titmus color vision test
 - Hearing: Average hearing 1000/2000/3000 HZ must not exceed 25db. No single reading to exceed 35db at 500/1000/2000/3000/4000HZ. A hearing aid can be accepted with a letter from an audiologist indicating proper fit and level of hearing correction in both ears.
- ◆ Must possess a valid and current state driver's license at time of application and have no excessive traffic violations. Your driver's license will be used as identification throughout the recruitment and selection process. Must be able to obtain a valid Nevada Class C driver's license at time of hire and maintain satisfactory motor vehicle record.
- ◆ Employees must be neat and clean in their appearance in public, whether in or out of uniform. Therefore, applicants with visible tattoos, brandings, and/or body piercings in areas of the body which cannot be covered by the appropriate dress required of this position will be disqualified, if they are not removed by the date of their background interview. Such markings may not be concealed using make-up or bandages. Further, tattoos or brandings anywhere on the body that promote racism/discrimination, indecency, extremist or supremacist philosophies, lawlessness, or violence, or contain sexually explicit material are prohibited. Applicants with gauged earlobes will also be disqualified if not corrected by their background interview.
- ◆ Successful completion of testing for Police Officer includes passing the NTN exams, physical fitness exam, and successful completion of the departmental interview. Candidates who are selected to proceed in the process must successfully complete the applicable pre-employment medical examination, psychological profile evaluation with a City-selected agency, a thorough background investigation and any other appropriate measures deemed necessary.
- ◆ Pursuant to the requirements of the Immigration Reform and Control Act of 1986, all persons for hire shall, at the time of enrollment in the payroll system, be required to submit proper and acceptable documentation which: (1) attests to their eligibility for employment in the United States, and (2) establishes their identity. Failure to produce such documentation at the time of hire shall result in disqualification from employment.

An Affirmative Action/Equal Opportunity Employer
We hire only those individuals authorized to work in the United States.

POLICE OFFICER

\$51,307

The City of North Las Vegas Police Officers are responsible for protecting lives and property; maintaining social order by enforcing federal, state and local laws; working in a collaborative effort with the community to identify problems; and involving the community in the search for solutions. This position performs professional police duties in preserving public peace, protecting life and property and preventing crime through proper enforcement of the law.

The Police Department is committed to having a positive impact in the City of North Las Vegas by reducing crime, the fear of crime, and enhancing the quality of life in the community.



As a condition of employment, all new hire Police Officers must successfully complete the applicable P.O.S.T. certification and maintain proficiency in all areas as required by department standards and within departmentally established time periods.

Excellent Benefits Package

The City offers one of the most comprehensive and excellent benefits package for the position of entry level Police Officer such as a four day (10 hours/day) work week; no state income tax; 100% City paid PERS Retirement Plan; no Social Security participation but Medicare deduction required; Cost sharing health insurance; life insurance (limited for family); and dental and vision insurance plans. The City also offers paid academy training, supplied uniforms and certain equipment.

Additionally, the City offers attractive annual and sick leave plans; eleven (11) paid holidays; annual physicals; deferred compensation plans; bilingual proficiency compensation; .

WRITTEN EXAMINATION

The North Las Vegas Police Department offers full testing services for the position of Entry Level Police Officer through National Testing Network, Inc. To fill out an application and schedule a test, go to www.nationaltestingnetwork.com, select Entry Level Police Officer and sign up for the North Las Vegas Police Department.

What to expect at the www.nationaltestingnetwork.com website:

- Completion of the application process
- Review all information related to the North Las Vegas Police Department Entry Level Police Officer position, including minimum requirements, salary and benefits.
- Detailed information about the testing process.
- Schedule your own convenient test time.
- Take high quality job simulation tests in a standardized, fair testing environment.

After completing all three portions of the NTN testing process, applicants must achieve an average of 70% or higher in order to be considered to proceed in the recruitment process. Achieving an average of 70% or higher does not guarantee an invitation to the physical fitness examination.

Scores will be forwarded to the North Las Vegas Police Department. The North Las Vegas Police Department eligibility list ranking will be determined by an average of your video, reading and writing scores.

Veterans Hiring Preference – Any applicant who has been honorably discharged from the military and has passed all portions of the testing process with a combined average of 70% or higher will be given five additional points. The five additional points will be added to the applicants final score at the conclusion of all testing. Proof of DD Form 214 will be required.

North Las Vegas Resident Preference - Any applicant who is a resident of North Las Vegas and has passed all portions of the testing process with a combined average of 70% or higher will be given five additional points. The five additional points will be added to the applicants final score at the conclusion of all testing. Proof of residency will be required.

- * Applicants can receive either the Veterans Preference Points or the North Las Vegas Resident Preference Points, but not both for a maximum preference point total of five points.

Candidates who attain a passing score may be scheduled for the department's physical fitness examination. The North Las Vegas Police Department may contact candidates and invite them to continue to participate in other stages of the department selection process.

National Testing Network is a service provided to conduct entry level testing in a standardized, professional environment. National Testing Network does not replace the North Las Vegas Police Department's responsibility and decision making in the testing process. All candidate results are provided to the North Las Vegas Police Department where the final decisions are made.

Once you have successfully completed and passed your NTN exam, please contact NLVPD Recruiting at (702) 633-2255 or (702) 633-1755 for more information.

PHYSICAL FITNESS EXAMINATION

The physical fitness exam will measure physical fitness/endurance necessary for successful performance as a Police Officer. The physical fitness exam (pass/fail) will be held by appointment only for those applicants who pass all portions of NTN testing.

The following information regarding testing parameters required for the Physical Fitness Test Battery (PFTB) was established by the Commission on POST and has been in effect since 12/07/00.

TESTING DAY

1. Bring your valid and current driver's license. **Without your license, you will not be allowed to test.**
2. Get a good night's sleep before the test.
3. If you must eat prior to your test time, it may be best to eat light.
4. You **MUST** wear appropriate attire to test: tee shirt, athletic shorts/sweats, gym/running shoes.
5. All jewelry items, pagers and unnecessary items should be removed prior to the physical fitness exam.
6. It is recommended for your own personal convenience that you bring your own container of non-alcoholic liquid refreshment.

INTRODUCTION

This section describes the physical tasks you will be required to perform for the North Las Vegas Physical Fitness Examination for Entry-Level Police Officer. You may increase your chances of obtaining your best possible score if you spend a fair amount of time preparing for the test. This includes thoroughly reviewing this booklet, following the specific directions given regarding attire, paying proper attention to your physical well-being before the test and taking care to avoid becoming overly anxious about the test. It is strongly suggested that you check with your physician regarding your ability to participate in this phase of testing.

OVERVIEW OF THE TESTING PROCESS

Police Officers perform many essential or important physical functions which are vital to their job duties. Though too numerous to list in detail, they include running (speed and distance), climbing objects, pulling oneself through an opening, walking, sitting, standing for long periods of time and arresting resisting individuals. The Physical Fitness Examination for Entry-Level Police Officer, which you will be required to successfully pass, measures physical condition which is necessary for successful performance in these positions.

TEST PREPARATION

On the day of testing, all candidates are required to wear:

- Athletic or running shorts, sweat suits
- Light T-shirt
- Running/gym shoes

Note: You will not be allowed to participate in this phase of testing if you are not wearing proper attire.

DESCRIPTION OF THE TEST

The Physical Fitness Exam is structured to measure upper body strength, cardiovascular endurance and flexibility (see attached sample format).

Vertical Jump Test: This test measures leg power which is important in vaulting objects such as walls and ditches and in moving heavy objects such as people. The vertical jump begins with one body side toward the wall, heels together, and reaching upward as high as possible. Then using a rocking, one-step approach ("step-feet together-jump"), jump as high as possible, reaching upward at the same time. The number of inches between the standing reach and the jumping reach, measured to the nearest half inch, is the score. **Must meet the required Nevada POST Applicant / Screening Standard of no less than 11.5 inches.**

Agility Run: This test is a measure of coordinated movement and speed. It is important for performing tasks requiring quick movements around obstacles. The agility run starts in the prone position to the left of the first cone with the tips of the fingers behind the starting line. When the instructor says "Go" the candidate will stand up and sprint to the forward line located 30 feet away. One foot will be placed over the line, and the candidate will sprint back to the starting line. A left turn will be made around the first cone, then zig-zag in a figure eight fashion around the four cones and zig-zag back to the start line. Turn left around the first cone, and sprint to the forward line and back one more time. The clock stops when any part of your body crosses the finish line. **Must meet the required Nevada POST Applicant / Screening Standard of no more than 23.4 seconds.**

One Minute Sit-up Test: This test measures muscular endurance which is important for performing tasks that involve the use of force. The sit-up begins while lying on the back with legs bent at the knees at approximately 90 degree angles, heels flat on the floor, hands interlocked behind the head, with elbows out to the sides. A partner will be required to hold the feet down firmly. The buttocks must remain in contact with the floor at all times. One repetition will be counted using this procedure. The neck must remain in a neutral position; no jerking is allowed. If the hands break apart, the sit-up will not count. Candidates will have one (1) minute to complete as many sit-ups as they can. Resting is allowed only in the "up" position. **Must meet the required Nevada POST Applicant / Screening Standard of 24 in 1 minute.**

Maximum Push-up Test: (Not timed) This test measures the muscular endurance of the upper body muscles. This is important for use of force involving any pushing motion. The push-up begins while lying down on the floor into the front leaning and rest position. Lower the body until the upper arms are parallel to the floor, then push up again. The back must be straight, and in each extension up, the elbows must lock. Resting is allowed only in the up position. **Must meet the required Nevada POST Applicant / Screening Standard of no less than 18.**

300 Meter Run Test: This is a test of anaerobic capacity which is important for performing short intense bursts of effort such as foot pursuits, rescues and use of force situations. Participants need to cover the distance as fast as possible. Participants line up at the starting line. Once instructed to "go," complete the course as quickly as possible. **Must meet the required Nevada POST Applicant / Screening Standard completion time of no more than 82 seconds.**

1.5 Mile Run/Walk Test: This test is a measure of cardio respiratory endurance or aerobic power. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems. This test may be run or completed in a combination of running and walking. The test begins at a designated starting line and concludes after the applicant crosses the designated finish line. The time it takes an applicant to complete the 1.5 mile run/walk test will be measured in minutes and seconds. **Must meet the required Nevada POST Applicant / Screening Standard specified time limit of 20 minutes and 20 seconds.**

PHYSICAL FITNESS EXAM REQUIREMENTS

(MALE & FEMALE)

In order to pass the physical fitness examination, applicants must meet the single standard fitness norms for all six exercise events. These events and norms are listed in the table below. These norms are currently used as the Applicant Screening Standards by Nevada POST.

<i>EVENT TEST</i>	<i>STANDARD</i>
<i>Height by vertical jump</i>	<i>No less than 11.5 inches</i>
<i>Agility Run</i>	<i>No more than 23.4 seconds</i>
<i>Sit-ups</i>	<i>No less than 24 in one (1) minute</i>
<i>Push-ups (no time limit)</i>	<i>No less than 18</i>
<i>300 meter run</i>	<i>No more than 82 seconds</i>
<i>1.5 mile run/walk</i>	<i>20 minutes, 20 seconds</i>

* *In order to pass the academy and be certified as a Police Officer by Nevada POST, academy recruits will be required to pass the Nevada POST certification standards. The Applicant / Screening Standards are 20% lower than the certification standards.*

WHAT TO EXPECT.....

AFTER THE NTN TESTS:

Applicants may be contacted via e-mail and scheduled for the physical fitness examination.

AFTER THE PHYSICAL FITNESS EXAM:

Applicants who pass the physical fitness exam may be scheduled to begin the background process. Applicants who do not pass the physical fitness exam are disqualified from further testing at this time.

WHAT HAPPENS NEXT:

No test scores shall appear on the eligibility lists. The open competitive lists for Police Officer will be continuous. Each time an examination is given, the names of candidates passing the examination process shall be added in alphabetical order to the appropriate group of the existing open competitive list.

Each examination announcement for a continuous list shall state the time period during which the names of the candidates successfully passing the examination process will remain on the continuous list. This time period will be referred to as the "eligibility period." The eligibility period of a continuous open competitive list shall not exceed twelve (12) months from the date the list is of eligible applicants is obtained from NTN by the North Las Vegas Police Department. A candidate's name shall be removed from a continuous list at the end of the twelve-month eligibility period.

As vacancies occur for the position of Police Officer, the appropriate selection may be made from the names on the current relevant open competitive eligibility list and in accordance with the current Civil Service Ordinance/Contract.

A supplemental background packet is the first step of an extensive background investigation conducted by the City of North Las Vegas Police Department. The purpose of this intensive background investigation is to determine if any incidents that occurred within the candidate's personal history would interfere with his/her ability to perform the essential functions of Police Officer. All information obtained during the background process is confidential and will NOT be released by the City of North Las Vegas to any applicant. Removal of any applicant from the open competitive eligibility list will be done in accordance with the applicable ordinance/contract.

Any contingent offer of employment as an Entry Level Police Officer for the City of North Las Vegas Police Department is contingent upon successful completion of an extensive and thorough background investigation, employment/education verification, pre-employment medical examination (including drug screening), a psychological profile evaluation with a City-selected state licensed professional, medical facility or agency, and may also include a polygraph and/or voice stress analyzer test and any other appropriate measures deemed necessary. Additionally, any candidate selected to proceed in the selection process must successfully complete the physical fitness exam as an entrance requirement for Nevada POST.