



# City of Lawrence, KS Job Opportunity Bulletin

## POLICE OFFICER

**STARTING SALARY: \$20.76 PER HOUR**

**\*\$1500 SIGN ON BONUS FOR FLUENT SPANISH SPEAKERS\***

**RESPONSIBILITIES:** The City of Lawrence is currently seeking to fill open Police Officer positions. Duties include patrolling designated areas of the City to preserve law and order and to prevent the commission of crime, responding to general public service calls, investigating misdemeanor and felony complaints, and enforcing state and municipal laws as well as traffic ordinances. An officer must be able to maintain good working relationships with citizens and actively promote police / community relations. An officer will be required to do a variety of technical and administrative functions that serve the public and the police department. An element of danger is associated with the position and an officer will be subjected to extreme, adverse, and stressful conditions. Work is supervised, but officers must be able to function independently for most of the workday.

We are seeking men and women who have character and competence and are interested in serving the Lawrence community in the time honored profession of Law Enforcement. If you want to make a difference in the community, we challenge you to consider a career with the Police Department. It will be the most rewarding work you have ever been involved with. We welcome your interest in our department and wish you luck in the selection process.

**QUALIFICATIONS:** Applicants must be U.S. Citizens that are at least 21 years of age by May 29<sup>th</sup>, 2016, and have earned a high school diploma or G.E.D. College degree preferred but not required. Experience in meeting and dealing with the public is a plus. Applicants will be required to pass a written exam, physical agility test, oral interview board and an interview with the Chief of Police. Final candidates will be required to pass an extensive background investigation which includes a polygraph examination. A conditional post job offer psychological evaluation and physical are required. The physical and medical screen include measures of cardio respiratory function, muscular function, strength and endurance, flexibility, visual acuity, audiometric function and a drug screen.

**BENEFITS:**

Health, Dental and Life Insurance:	Single premium paid by the City. Various dependent coverage levels available.
Vacation:	12 days per year (Plus 3 days Personal Leave)
Holidays:	9 days per year
Retirement:	Kansas Police and Fire Retirement System

**MUST SUBMIT ONLINE APPLICATION BY:**

**Friday, March 4<sup>th</sup>, 2016**

**WWW.LAWRENCEKS.ORG/JOBS**

**\*Half of bonus to be paid upon hire and the other half paid after successful completion of Field Training Program**

If you have questions, contact Officer Shawn Daubert at 785-830-7410 or email [training.unit@lkpd.org](mailto:training.unit@lkpd.org)

\*\*The City of Lawrence is pleased to provide an online application process. As of January 8<sup>th</sup>, 2007 Human Resources will no longer accept paper applications by mail, e-mail or fax. If you do not have access to a home computer to submit an application, computer access is available at public libraries, the Lawrence Workforce Center or City Hall, Human Resources.



Human Resources Division Employment Information Line: (785) 832-3333

City of Lawrence, Kansas  
City Hall, 2<sup>nd</sup> Floor  
6 East 6<sup>th</sup> Street, PO Box 708  
Lawrence, Kansas 66044  
Toll Free: (800) 444-8321  
Phone: (785) 832-3203  
Fax: (785) 832-3228

E-Mail: [HumanResources@ci.lawrence.ks.us](mailto:HumanResources@ci.lawrence.ks.us)  
City of Lawrence, Kansas Web Page: [www.LawrenceKs.org](http://www.LawrenceKs.org)

"We consider applicants for all positions regardless of race, sex, religion, color, national origin, age, ancestry, sexual orientation or disability."

**If any of the following statements apply to you, you do not meet the qualifications and cannot continue in the hiring process.**

## **Reasons for Disqualification**

### **Felonies**

I have been convicted, have an expunged conviction, or was granted diversion for a felony.

### **Misdemeanors**

I have been convicted or received a diversion for a misdemeanor, other than DUI, which had a possible jail sentence of six months within the past five years.

### **Domestic Violence**

I have been convicted, have an expunged conviction, or received diversion for any misdemeanor domestic violence offense.

### **Driving Record**

I have had a DUI conviction or received a diversion for a DUI within the past three years.

I have had three or more citations within any 18 month period within in the past three years.

I have had three or more chargeable or at fault accidents within the past three years.

I have had my driver's license suspended or revoked within the past three years.

### **Probation/ Parole**

I am currently on probation, parole or diversion.

### **Narcotics/Controlled Substance**

I have used an illegal drug, other than marijuana, within the past five years.

I have sold, distributed, or manufactured any controlled substance within the past ten years.

### **Marijuana**

I have used marijuana in the past three years.

### **Military Discharge/Conduct**

I have been discharged from the military for reasons that did not allow an honorable discharge.

I have been convicted of a court martial offense.

### **Thefts**

I have been convicted, have an expunged conviction, or received diversion for a theft within the past five years.

### **Background**

I have a work history, educational history, military service history, general reputation or interpersonal relationship that would prevent me from becoming a police officer.

**ALL APPLICANTS WILL BE PROVIDED WITH A COPY OF THIS DOCUMENT AT THE TIME OF THE WRITTEN TEST AND IT MUST BE SIGNED BY APPLICANT PRIOR TO TESTING**

**37<sup>th</sup> BASIC RECRUIT ACADEMY  
2016 HIRING TIMELINE**

March 4 <sup>th</sup>	Friday	<b>APPLICATIONS DUE</b>
February 20 <sup>th</sup> February 27 <sup>th</sup> March 5 <sup>th</sup>	Saturday	<b>WRITTEN EXAMINATIONS and PHYSICAL AGILITY TEST</b>  Applicants will arrive at the South Middle School Cafeteria (2734 Louisiana Street, Lawrence, Kansas) for testing. Proper photo identification (i.e. driver's license) will be required to receive a test. Applicants will choose <b>one</b> of the three listed Saturdays to test. <b>Testing will begin promptly at 9:00 AM.</b>  Applicants should arrive at least <b>20 minutes</b> prior to their testing time to register, and should allow at least three hours for the process (test taking, grading, and posting of the scores). A score of 70% or higher is required to pass.  <b><u>Athletic shoes and clothing for the physical agility test are acceptable to be worn to the written test.</u></b>  Applicants who pass the written test will remain at South Middle School for the physical agility test, which will be done on the <b>same date as applicant's written test</b> . Test consists of applicants performing job related physical tasks as well as a writing task in an allotted time. Applicants who pass the test will be given an interview date and time. <b>Testing will begin shortly after the written test is completed.</b>
Feb. 22 <sup>nd</sup> & 23 <sup>rd</sup> Feb. 29 <sup>th</sup> & March 1 <sup>st</sup> March 7 <sup>th</sup> & 8 <sup>th</sup>	M-T M-T M-T	<b>ORAL INTERVIEW BOARD</b>  Interviews will be conducted at the Investigations and Training Center (4820 Bob Billings Pkwy, Lawrence, Kansas). Interviews will be set up based on test dates.
March 10 <sup>th</sup> & 11 <sup>th</sup>	Th-F	<b>INTERVIEW WITH CHIEF TARIK KHATIB</b> Interviews will be conducted at the Investigations and Training Center (4820 Bob Billings Pkwy, Lawrence, Kansas).
March 30 <sup>th</sup>	Wed.	<b>SUCCESSFUL APPLICANTS WILL RECEIVE NOTIFICATION OF THEIR SELECTION STATUS</b>
April 8 <sup>th</sup>	Friday	Background Packets Due
April 12 <sup>th</sup>	Tuesday	<b>MEDICAL AND PSYCHOLOGICAL EXAMINATIONS POLYGRAPH EXAMINATION BACKGROUND INVESTIGATIONS BEGIN</b> Applicants tendered a job offer will complete post job offer medical, psychological, and polygraph examinations.
May 9 <sup>th</sup>	Monday	<b>ACADEMY APPOINTMENTS ARE MADE</b>
May 31 <sup>st</sup>	Tuesday	<b>37<sup>th</sup> BASIC RECRUIT ACADEMY BEGINS</b>
November 18 <sup>th</sup>	Friday	<b>GRADUATION</b>

# LAWRENCE POLICE DEPARTMENT'S POLICE OFFICER SELECTION PROCESS

The Lawrence Police Department conducts its hiring process without showing special preference to any individual. Scheduling parameters are applied to all applicants equally, and all applicants must be prepared to personally appear at all phases of the hiring process outlined below. The Lawrence Police Department will make every effort to reasonably accommodate qualified applicants with disabilities.

The Lawrence Police Department may grant some exceptions to the hiring process schedule for applicants living outside a 400-mile radius of Lawrence. Any exceptions will be considered on a case-by-case basis, and will be solely at the discretion of the Chief of Police. Requests for exceptions should be made well in advance of the appointment in question. The Lawrence Police Department's hiring process consists of the following phases:

- Written Test**  
The test consists of questions on reasoning, problem solving, decision-making, data and rule interpretation, understanding instructions, reading comprehension, and writing. Applicants must complete the test within the allotted time and score 70% or higher to move on to the physical agility test.
- Physical Agility Test**  
The test consists of job related tasks, including but not limited to running, climbing, jumping, pushing and pulling heavy objects. After the physical agility test, applicants will be given a writing task. Applicants must perform all tasks and complete the test in the allotted time to qualify for an interview with the oral interview board.
- Oral Interview Board**  
The oral interview board is comprised of law enforcement and civilian professionals. Applicants will be ranked based on their responses to a list of standardized questions. Successful candidates will progress to the interview with the Chief of Police.
- Interview with the Chief of Police**  
The Chief of Police will interview the top candidates ranked by the oral interview board. The number of applicants selected for an interview will be based on the number of openings in the department. Appointment is solely at the discretion of the Chief of Police.
- Background Investigation**  
Applicants will be fingerprinted and their records will be checked both locally and with the Federal Bureau of Investigation. Before appointment, a comprehensive investigation including a polygraph examination will be made of the applicant's character, which must be above reproach. Applicants may not have any felony convictions. Misdemeanor convictions will not cause automatic disqualification, but will be seriously evaluated on a case-by-case basis. Minor traffic violations are not considered criminal offenses. Serious or repeated traffic infractions, however, may be cause for disqualification.
- Post-offer Psychological Evaluation**  
A professional psychologist will administer and evaluate several standardized psychological tests to individuals who are offered a position with the department. A written test will be administered by the psychologist; the psychologist will then conduct a personal interview with all applicants.
- Post-offer Physical**  
Individuals offered a position must pass a post-offer physical. The physical will determine if the applicant is able to perform the essential functions of the position, with or without accommodations. The physical will measure cardio-respiratory fitness, muscular strength and endurance, flexibility, visual acuity, and audiometric function. The medical staff will administer a drug screen.