

# MEMORANDUM

The City of  
**OKLAHOMA CITY**  
Police Department

TO: Police Officer Applicant

FROM: Police Recruiting Lieutenant

DATE: July 1, 2016

Thank you for choosing to apply to be an Oklahoma City Police Officer. The goal of the Oklahoma City Police Department is to select the best possible applicants for employment. Therefore, completion and advancement through the application process is based on your ability and competitiveness with other applicants. Please read the following instructions carefully.

1. Read and understand the police department's policy on visible tattoos.
2. Read and understand the job description for being a police officer.
3. Read and understand the steps in the application process.
4. Complete the Application For Police Officer. Be sure to sign it, date it, and fill in every blank.
5. Complete the Applicant Survey.
6. Read the Domestic Violence Memorandum. Be sure to sign it, date it, and this **must be witnessed**.
7. Read the Confidential Information Agreement Form. Be sure to sign it, date it, and this **must be witnessed and notarized**. A notary from any state is acceptable. A notary is available in the recruiting unit office.
8. Read the Release and Waiver form. Be sure to sign and date it.
9. Read the Applicant Physical Assertion Form. Be sure to sign it, date it, and this **must be witnessed**.
10. Complete the Applicant Initial Interview Questionnaire. Be sure to sign it, date it, and fill in every blank.
11. Complete the Drug Screening Questionnaire. Be sure to sign and date it.
12. Include a copy of your Valid State Driver's License.
13. Include a copy of your DD214 (if applicable).

14. When returning the application packet, include the listed documents in the following order:

- i **Application for Police Officer**
- i **Applicant Survey**
- i **Domestic Violence Memorandum**
- i **Confidential Information Agreement Form**
- i **Release and Waiver Form**
- i **Physical Assertion Form**
- i **Applicant Initial Interview Questionnaire**
- i **Drug Screening Questionnaire**
- i **Copy of Valid State Driver's License**
- i **Copy of DD214 (if applicable)**

15. **Mail or Return** your completed application packet to:  
**(FAXES OR E-MAILS WILL NOT BE ACCEPTED)**

Oklahoma City Police Department  
Recruiting Unit  
800 N. Portland Ave.  
Oklahoma City, OK 73107

Additional **return** locations:

Oklahoma City Police Headquarters  
700 Colcord Dr.  
Oklahoma City, OK 73102

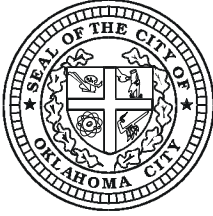
Hefner Briefing Station  
3924 N.W. 122<sup>nd</sup> St.  
Oklahoma City, OK 73120

Santa Fe Briefing Station  
9000 S. Santa Fe Ave.  
Oklahoma City, OK 73139

Southwest Briefing Station  
5501 S. Portland Ave.  
Oklahoma City, OK 73119

Springlake Briefing Station  
4014 N. Prospect Ave.  
Oklahoma City, OK 73111

Applicants are responsible for keeping their address, phone number, and e-mail information current with the Recruiting Unit. This information can be taken over the phone, mailed, faxed, and/or e-mailed. The Recruiting Unit contact information is below:  
Phone: (405) 297-1116 Fax: (405) 316-1116 Email: ocpd.recruiting@okc.gov



# MEMORANDUM

The City of  
**OKLAHOMA CITY**  
Police Department

TO: Police Applicant

FROM: Training and Recruiting Division

DATE: November 24, 2015

SUBJECT: Visible Tattoo Policy

Thank you for your interest in applying for employment with the Oklahoma City Police Department. We would like to take this opportunity to inform you of the police department's policy on visible tattoos/body art/brands (hereinafter all referred to as tattoos) that went into effect on April 10, 2007.

Newly hired employees may not have tattoos that are visible while wearing any departmental uniform or traditional business attire. Departmental uniforms include short and long sleeve uniform shirts, polo style shirts, and any specialty unit uniforms having shorts in lieu of long pants. There are no exceptions, for example, such as wearing a long sleeve uniform shirt to cover a tattoo. Newly hired employees with tattoos visible on their leg(s) will not be allowed to work in a specialty unit that has shorts as part of the uniform. Current employees with tattoos visible while wearing the uniform are exempt from this policy as long as the tattoos were obtained prior to April 10, 2007.

Applicants are required to disclose any and all tattoos. Tattoos that are obscene, sexually explicit or promote sex, gender, racial, religious, ethnic or national origin discrimination are prohibited. In addition, tattoos that advocate or symbolize gang affiliation, supremacist or extremist groups, or drug use are prohibited. Applicants with visible tattoos may proceed in the application process, up to and including the polygraph examination. Those applicants will have an opportunity, at their own expense, to have any visible tattoos medically removed in order to comply with the department's tattoo policy prior to proceeding in the hiring process. Newly hired employees who chose not to have visible leg tattoos medically removed would not be allowed to work in a specialty unit having shorts as part of the uniform. The medical removal of tattoos will be a choice made by the individual applicant and will not guarantee employment with the City of Oklahoma City or the Oklahoma City Police Department. If a conditional offer of employment is made, no unauthorized changes will be made to the uniform that may result in a tattoo becoming visible.

Applicants are to understand that the application process is highly competitive and all pre-employment requirements of the City of Oklahoma City and the Oklahoma City Police Department must be met. For further information regarding the departments tattoo policy or if you are unsure about a tattoo showing below the hemline of the shirt-sleeve, below the hemline of the shorts or above the collar of the shirt, you are directed to consult with a member of the Recruiting Unit. Thank you again for your interest in the Oklahoma City Police Department.

## **JOB DESCRIPTION – POLICE OFFICER**

### **1. GENERAL DESCRIPTION**

This job is located in the Police Department and is the entry-level position for all sworn officers. Prior to initial job assignment, the employee is required to complete college level work in the Police Department Recruit Academy, and successfully pass the law enforcement proficiency examination mandated by the Oklahoma Council on Law Enforcement Education and Training (C.L.E.E.T.) for entry level police officers. Applicants must also meet the minimum physical standards set forth by the State of Oklahoma in the Oklahoma Police Pension and Retirement Board Administrative Code. Upon completion of recruit school, the probationary officer is assigned to field duty, which consists of both routine and complex law, enforcement responsibilities, and can include assignment in specialized law enforcement units. This job requires the officer to enforce federal and state laws, city ordinances, case laws, and to adhere to departmental policies and procedures. An officer's decisions and actions on the job can have a strong impact on the safety and welfare of the public, and an officer can be involved in situations that result in the loss of life, or in the taking of another person's life. An officer is the most visible representative of the local government in a range of public relations functions, including; talking to a variety of groups and individuals, communicating with other law enforcement agencies; and talking with professionals such as judges, lawyers, and doctors. The job is also physically demanding, requiring the stamina and strength to work assigned shifts under all environmental conditions, ride in or drive a motor vehicle safely for extended periods of time, defend himself/herself and others in actual physical combat, occasionally lift and move people or heavy objects, and climb, jump, or otherwise surmount physical obstacles, and run various distances.

### **II. SPECIFIC EXAMPLES OF WORK PERFORMED**

The examples provided below reflect the variety of tasks performed by police officers as part of their jobs.

#### **A. Mechanical and Physical Activities:**

1. Operates a motor vehicle safely for extended periods of time in all environmental conditions and on occasion operates the vehicle at high speeds and in congested traffic situations.
2. Assists stranded motorists by jumping dead batteries, changing flat tires, and pushing vehicles.
3. Defends self and others by engaging in actual physical combat.
4. Stands for long periods of time while directing and controlling traffic by use of hand signals and the blowing of a whistle.
5. Cleans and fires a variety of police weapons, including pistols, rifles, and shotguns both in the field and to meet department standards of proficiency.

6. Lifts people and heavy objects, as well as pushes very heavy objects such as a disabled vehicle.
7. Learns to type on mobile computer terminal in a police vehicle as a means of gathering and exchanging information.
8. Climbs, jumps, crawls, or otherwise surmounts physical obstacles, as well as runs for various distances.
9. Works assigned shifts, which may require adjusting eating and sleeping habits.
10. Withstands obnoxious odors and views heinous crime scenes, while identifying and preserving physical evidence of a crime.

**B. Reporting and Documentation:**

1. Completes Oklahoma State Uniform Vehicle Accident Report form.
2. Writes narrative reports in long-hand as required in the performance of duty.
3. Completes traffic/criminal citations to issue to violators of city and state laws.
4. Dictates narrative reports as required in the performance of duty which are to be transcribed by a clerk-typist.
5. Composes interdepartmental memorandums, requests for transfer, and other correspondence as required in the performance of duty.

**C. Verbal Communication:**

1. Testifies clearly and truthfully in front of a judge and jury in court.
2. Interviews and interrogates victims, suspects, and witnesses in crime incidents.
3. Communicates with other officers in groups and on an individual basis to exchange ideas and information on law enforcement matters.
4. Talks on the police radio to communicate with dispatchers and fellow officers.
5. Confers with City District Attorney to answer questions and give advice on court cases.
6. Delivers speeches to groups of citizens on various law enforcement topics.

7. Communicates, daily and in stressful situations with people of varied socio-economic, education, religious, and cultural backgrounds.

D. Quantitative Procedures:

1. Prepares traffic accident reports using basic mathematical formulas to compute speed, skid marks, etc.
2. Counts large sums of money confiscated as evidence in criminal cases.

E. Interpersonal Contacts:

1. Responds to domestic disputes and resolves issues in a way that minimizes harm to the disputing parties.
2. Provides advice and information to citizens on criminal law and civil law.
3. Aids people in filing crime reports and in preventing or solving criminal activity.
4. Helps resolve citizen/people problems of mutual interest, utilizing terminology and phraseology consistent with the citizen's subculture.

F. Judgment and Decision-Making Activities:

1. Determines "probable cause" in making arrest of individuals.
2. Evaluates the mental stability of an individual to determine if he/she is responsible for his actions, and/or dangerous to self and others.
3. Determines when, and under what circumstances, to use non-lethal or deadly force.
4. Make decisions on the fastest means to arrive at a call for service based on knowledge or by consulting a map.
5. Makes decisions as to whether certain activities are criminal in nature and determines proper criminal charges to be placed against an individual.
6. Decides what is or is not to be collected and analyzed as evidence in a criminal matter.
7. Makes crucial decisions under stress, and is held accountable for the end result.

G. Job Context:

1. Performs a variety of jobs that are non-repetitive in nature.
2. May routinely encounter both health and safety hazards.
3. Occasionally is subjected to bodily harm with the possibility of loss of life.
4. Occasionally subjected to public criticism and social pressures that create stress.

III STANDARDS

A. Physical Standards

All entry-level officers must meet physical standards to qualify for membership in the Oklahoma Police Pension and Retirement System as set forth in the State of Oklahoma Administrative Code. In addition, Oklahoma City Police Recruits must meet a fitness level as established by the Director of Training.

B. Mental Standards

An Applicant must have a high school diploma or equivalent GED. The applicant should demonstrate acceptable reading, writing, and computational skills to successfully complete the college curriculum in the training academy and perform the assigned duties. Each applicant must pass the proficiency test as mandated by the Council on Law Enforcement Education and Training.

C. Emotional Standards:

Police Officers most often work without detailed instruction or close supervision. Their work is often performed under time pressures and emotional stress, and they must constantly be alert to the possibility of experiencing bodily harm and loss of life. A state mandated psychological evaluation is conducted to help identify behavioral characteristics that aide in determining an individual's ability to perform the duties of a police officer.

D. Special Requirements:

Oklahoma State Statutes 70 O.S. 3311 and 11 O.S. 50-112 require police applicants to meet the following minimum standards before they can obtain state certification.

1. Must be at least 21 years of age.
2. Must possess a high school diploma or GED equivalency certificate.
3. Must not have been convicted of a felony crime or crime involving moral turpitude.
4. Must have undergone evaluation similar to the Minnesota Multiphasic Personality Inventory or its equivalent.
5. Must be accepted for membership by the Oklahoma Police Pension and Retirement Board.
6. In addition, City of Oklahoma City Personnel and Police Department Policy requires applicants to be citizens of the United States, submit to Drug and Alcohol testing and possess a valid state driver's license.

#### IV. EVALUATION AND CRITERIA FOR HIRING AND RETENTION

##### A. Rank Order Scores from Qualifications and Suitability Measures:

Standardized scoring allows an objective uniform application process that assigns point scores at various stages in the hiring procedure. A total of these scores rank order each applicant.

##### B. Review of Rankings by Supervisory Board:

A board of police supervisors reviews the application material, evaluating the material and the applicant in order to make a final employment recommendation to the Chief of Police.

##### C. Performance Review through Training and Probation:

The performance of applicants is a continual process from the training academy to the completion of the probationary period. A Field Training Officer and the immediate supervisor will monitor the probationary officer's job performance.

The Field Training Program, therefore, is an extension of the police academy training process. The recruit will not be retained with the Department unless he or she has demonstrated the ability to apply all academy instruction to actual police service. In addition, the immediate supervisor on each probationary officer completes a monthly work performance evaluation.





The City of  
**OKLAHOMA CITY**

*“We Serve  
With Pride”*



**The Oklahoma City Police Department  
Recruiting Unit  
800 N. Portland Ave.  
Oklahoma City, OK 73107  
(405) 297-1116  
[www.joinokcpd.com](http://www.joinokcpd.com)**

Oklahoma City Police Department is an **Equal Opportunity Employer**

**REQUIREMENTS**

- i A Citizen of the United States
- i 21-45 Years of Age\*
- i Valid Driver's License
- i Good Moral Character
- i Suitable Emotional Stability
- i High School Diploma or GED

At the time you become eligible to test for the rank of Lieutenant, you must have earned 60 college credit hours with at least a letter grade of "C", and a Bachelor's Degree to test for the rank of Captain.

\*applicants may complete an application and proceed in the hiring process at 20 years of age as long as they turn 21 by the starting date of the next academy class.

**HOW TO BECOME AN OKLAHOMA CITY POLICE OFFICER**

The goal of the Oklahoma City Police Department is to select the best possible applicants for employment. Therefore, completion and advancement through the application process is based on your ability and competitiveness with other applicants.

## Application Packet

**Mail or Return** the completed application packet with a copy of your **Valid State Driver's License** and a copy of your **DD214 (if applicable)** to:  
**(FAXES OR E-MAILS WILL NOT BE ACCEPTED)**

OCPD Recruiting Unit  
800 N. Portland Ave.  
Oklahoma City, OK 73107

Additional **return** locations:

Oklahoma City Police Headquarters  
700 Colcord Dr.  
Oklahoma City, OK 73102

Hefner Briefing Station  
3924 N.W. 122<sup>nd</sup> St.  
Oklahoma City, OK 73120

Santa Fe Briefing Station  
9000 S. Santa Fe Ave.  
Oklahoma City, OK 73139

Southwest Briefing Station  
5501 S. Portland Ave.  
Oklahoma City, OK 73119

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4014 N. Prospect Ave.  
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**Applicants are responsible for keeping their address, phone number, and e-mail information current with the Recruiting Unit. This information can be taken over the phone, mailed, faxed, and/or e-mailed. The Recruiting Unit contact information is below:**

Phone: (405) 297-1116 Fax: (405) 316-1116 Email: [ocpd.recruiting@okc.gov](mailto:ocpd.recruiting@okc.gov)

## **STEPS IN THE APPLICATION PROCESS:**

### **Physical Fitness Evaluation**

Applicants will participate in a series of strength, endurance, cardiovascular related exercise, and timed running events. Failure to achieve the required fitness level in any category will result in disqualification from further processing at that time. Applicants who fail are allowed to retest after six months.

All or part of the physical fitness evaluation may be administered again prior to the beginning of the recruit training academy to ensure the applicant has maintained a proper fitness level.

\*See page 10 for current fitness standards.

### **Applicant Aptitude Test**

This standardized timed test covers a broad range of abilities and personal characteristics that are important to the job of a Law Enforcement Officer. These abilities include basic areas such as reading comprehension, verbal expression, reasoning, and problem sensing. The personal characteristics include work style preferences, attitudes, behaviors, and experiences.

More detail regarding this written exam will be made available online in the Law Enforcement Aptitude Battery Preparation Guide. The link to this guide will be provided to applicants who are eligible to test and once they are assigned a test date.

Applicants who fail are allowed to retest after six months.

### **Applicant Personal History Book**

Applicants who successfully complete the preceding steps and are selected to continue in the process, will be issued an Applicant Personal History Book. The following documents must then be submitted with a completed Applicant Personal History Book:

- i A recent passport style photograph. Photograph will be head and shoulders only.
- i Birth Certificate: Must be a certified copy of original.
- i High School Transcript: Must be a certified copy.
- i G.E.D. Certificate and grades. (if applicable)
- i College Transcript: Must be a certified copy. (if applicable)
- i Military Discharge: Copy of DD-214 (long form) must be provided. If separation date has not been reached a letter signed by commanding officer and stating date of separation and type of discharge must be provided. (if applicable)
- i Naturalization Certificate. (if applicable)
- i Copy of Marriage License(s). (if applicable)
- i Copy of Divorce Decree(s). (if applicable)
- i Copy of papers for any bankruptcy filing. (if applicable)

### **Applicant Interview**

After completing the Applicant Personal History Book and providing all required documents, the applicant will be scheduled an interview with a member of the Recruiting Unit. The Recruiting Unit Member will review the book and address any concerns with the applicant.

### **Polygraph Examination**

Applicants selected to proceed after the interview, will be scheduled for a polygraph examination with the Oklahoma City Police Department Polygraph Examiner.

### **Background Investigation**

A thorough background investigation, including the administration of the Protective Services Report (PSR) exam, will be completed on selected applicants who have successfully completed the preceding steps. At the conclusion of the background investigation, the applicant will be notified of their board date and time, or their ineligibility to proceed further, and any opportunities for re-application.

### **Employment Hiring Board**

The assessment board will evaluate the applicant's qualities, personal characteristics, and ability to perform as a police officer. A list of acceptable applicants is compiled and referred to the Chief of Police for review. An applicant rejected at this stage will be notified of this decision and advised of any opportunities for re-application.

### **Final Selection**

The Chief of Police selects the applicants who will attend the Police Academy pending successful completion of the medical examination, Drug and Alcohol testing, and the Minnesota Multiphasic Personality Inventory 2 (MMPI-2) exam. Should the Chief of Police reject an applicant, they will be notified of this decision, and advised of any opportunities for re-application.

### **Drug and Alcohol Testing**

All external applicants for police officer shall undergo drug and alcohol testing after a conditional offer of employment is made. Refusal to undergo a test, or a confirmed positive test, shall result in a withdrawal of the conditional offer of employment.

### **Medical Examination**

Applicants must submit to the Oklahoma Police Pension and Retirement System physical.

### **Psychological Evaluation**

Applicants will be evaluated for psychological suitability. This evaluation will include the completion of the Protective Services Report Plus (PSR+) exam and the Minnesota Multiphasic Personality Inventory 2 (MMPI-2) test. Selected applicants will undergo a comprehensive psychological evaluation by a trained psychologist.

### **Oklahoma City Police Department Academy**

After being hired, you will begin employment as a Police Recruit in the Oklahoma City Police Department Academy and as a paid employee. The academy lasts approximately 28 weeks and is a non-residential academy. Your uniforms and equipment are supplied.

### **Field Training Program**

Upon successful completion of the academy, the recruit is assigned to a field-training officer for approximately 4 months. The minimum standards established by the FTO program must be fulfilled for continued employment.

**APPLICATIONS ARE ACCEPTED YEAR ROUND. YOUR APPLICATION IS CONSIDERED IN AN ACTIVE STATUS FOR ONE YEAR UNLESS YOU WITHDRAW FROM THE PROCESS. SHOULD YOU NOT BE SELECTED FOR EMPLOYMENT, YOU WILL BE NOTIFIED.**

## **TRAINING**

The police recruit will attend the Oklahoma City Police Department Recruit Training Academy. Course instruction includes, but not limited to:

- ✓ Constitutional Law
- ✓ Criminal Law
- ✓ Emergency Vehicle Operation
- ✓ Firearms Training
- ✓ First Aid

- ✓ Minority Relations
- ✓ Nontraditional Policing Methods
- ✓ Patrol Tactics
- ✓ Police Community Relations
- ✓ Principles of Investigation
- ✓ Self-Defense Tactics
- ✓ Spanish for Law Enforcement

Upon successful completion of the academy, the recruits will receive Council on Law Enforcement Education and Training Certification (C.L.E.E.T.). This will entitle the recruit to be a Certified Police Officer.

After graduation from the Academy, the recruit is assigned to a field-training officer (F.T.O) for approximately 4 months, and must meet the minimum standards established by the FTO Program.

### **CAREER DEVELOPMENT**

After three years of service an officer may apply for duty in specialized assignments. Acceptance is based on the education, experience, training, and evaluation of the officer seeking the special assignment to fields such as:

Accident Investigations	Investigations Bureau
Airport	K-9 Unit
Air Support	Lake Patrol
Bomb Squad	Metro Fugitive Task Force
Bricktown/Bicycle Unit	Police Community Relations
Campus Resources	Solo Motorcycles
Crime Scene Unit	Special Projects
Emergency Response Team	Tactical Team (SWAT)
Gang Enforcement	Training Division



Career Development is encouraged through a College Tuition Reimbursement Program and Educational Incentive Pay.

Officers who have successfully completed the Academy and the Field Training Program may be eligible to participate in the College Tuition Reimbursement Program. Eligible Officers will be reimbursed 100% of their tuition costs (for courses which are completed with at grade of C or above) up to a maximum of \$1250.00 per semester.

Educational Incentive Pay is addressed on the following page.

**POLICE PAY PLAN**  
(Fiscal Year 15/16)

Recruit pay range	Step	A	B
	Annual	\$44,108.89	\$50,031.12
	Hourly	\$21.12	\$23.96
Officer pay range	Step	A	G
	Annual	\$53,851.90	\$61,599.62
	Hourly	\$25.79	\$29.50
Sergeant pay range	Step	A	L
	Annual	\$60,601.97	\$77,392.21
	Hourly	\$29.02	\$37.07

Recruit Step A is the entry-level salary. Recruit Step B increase is received upon graduation from the police academy. Officer Step A increase is received one year after graduation from the academy. Each subsequent year after graduation you will receive an additional step raise until top pay for the range has been reached. This pay plan does not reflect longevity or college incentive pay.

**Educational incentive pay is as follows:**

Associate's Degree \$75.00 monthly

Bachelor's Degree \$150.00 monthly

Master's or Advance Degree \$175.00 monthly

Incentive pay begins one month after graduation from an academy

**OKLAHOMA CITY POLICE DEPARTMENT**  
**APPLICANT FITNESS STANDARDS**

THE STANDARDS ARE UNIVERSAL. THERE IS NO DEVIATION IN REGARD TO SEX, AGE, OR WEIGHT. THE LISTED TIMES OR REPETITIONS ARE THE MINIMUMS WHICH MUST BE ACHIEVED BY EACH APPLICANT. THE EVENTS ARE PERFORMED BACK TO BACK WITH A 10 MINUTE REST BETWEEN EACH OF THE FOUR EVENTS.

(Although not required, we strongly suggest participants consult with their own medical doctor, as to their current physical condition, to determine their individual ability to perform these assessments.)

Headphones **will not** be allowed.

**ASSESSMENT**

**TIME/REPETITIONS**

**SIT UP TOTAL  
(1 MINUTE)**

**27**

**300 METER RUN  
(SECONDS)**

**68**

**STANDARD PUSH UP  
(NO TIME LIMIT)**

**18**

**1.5 MILE RUN (no walking)  
(MINUTES/SECONDS)**

**15:20**

# APPLICATION FOR POLICE OFFICER OKLAHOMA CITY POLICE DEPARTMENT

An Equal Opportunity Employer

LAST NAME		FIRST NAME		MIDDLE NAME		KNOWN AS			
E-MAIL ADDRESS		SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NUMBER		STATE	DATE EXPIRES		
CURRENT ADDRESS (Apt/Unit)			CITY, STATE		ZIP CODE	CONTACT NUMBER (    )			
CURRENT OR LAST EMPLOYER			DATE OF EMPLOYMENT FROM                      TO		BUSINESS TELEPHONE NUMBER (    )				
ACTIVE DUTY MILITARY SERVICE  YES                      NO		ACTIVE DUTY BRANCH OF SERVICE		ACTIVE DUTY DATE SEPARATED		ACTIVE DUTY TOTAL YEARS OF SERVICE		ACTIVE DUTY TYPE OF DISCHARGE	
NATIONAL GUARD/RESERVES MILITARY SERVICE  YES                      NO			NATIONAL GUARD/RESERVES BRANCH OF SERVICE			NATIONAL GUARD/RESERVES CURRENTLY SERVING  YES                      NO			
NATIONAL GUARD/RESERVES TOTAL YEARS OF SERVICE			NATIONAL GUARD/RESERVES DATE OF SEPARATION			NATIONAL GUARD/RESERVES TYPE OF DISCHARGE			
COMMISSIONED LAW ENFORCEMENT EXPERIENCE  YES                      NO		LAW ENFORCEMENT AGENCY		POSITION			TOTAL YEARS OF SERVICE		
LEVEL OF EDUCATION OBTAINED: (CIRCLE EACH THAT APPLIES)									
G.E.D.    HIGH SCHOOL DIPLOMA    ASSOCIATE'S DEGREE    BACHELOR'S DEGREE    MASTER'S DEGREE									
IF <u>NO DEGREE</u> OBTAINED, LIST NUMBER OF COLLEGE CREDIT HOURS COMPLETED: _____									
WERE YOU REFERRED TO THIS DEPARTMENT BY AN OKLAHOMA CITY POLICE OFFICER?                      YES                      NO									
IF YES, PLEASE PRINT NAME OF OFFICER: _____									
IF NO TO THE ABOVE QUESTION, THEN HOW WERE YOU INFORMED ABOUT POLICE OFFICER POSITIONS? (CIRCLE EACH THAT APPLIES)									
BUMPER STICKER    CAREER FAIR    COLLEGE/UNIVERSITY    WALK-IN    OTHER (SPECIFY): _____									
INTERNET:    FACEBOOK    JOINOKCPD    MONSTER    OTHER INTERNET SOURCE (SPECIFY): _____									
DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH? IF SO, PLEASE SPECIFY: _____									

I (print name) \_\_\_\_\_, have read and understand the written job description for the position of an Oklahoma City Police Officer. I am capable of performing the functions and tasks so described.

I understand that it is **my responsibility** to contact the recruiting unit to **update any changes** to the above information within **10 business days of the change**. I understand the Oklahoma City Police Department will employ the best-qualified individuals for the positions available.

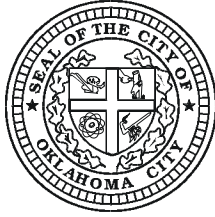
**I understand that deliberately providing false information or omitting relevant facts during the application process may result in my disqualification or dismissal.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPLICANT SURVEY**

The City of Oklahoma City adheres to the Equal Employment Opportunity guidelines set forth by the state and federal laws. This information is sought in good faith, will be used for background investigation purpose, and will not be used in any way to discriminate against any applicant for employment. Please provide accurate information.

<b>Today's Date</b>	<b>Veteran</b>	<b>Date of Birth</b>	<b>Sex</b>	<b>Social Security Number</b>	<b>Race or Ethnic Group</b>
___\___\___	Y\N	___\___\___	M\F	_____-_____-_____	_____ <b>H-Hispanic</b> <b>B-Black</b> <b>A-Asian American/ Pacific Islander</b> <b>I- American Indian/ Alaskan Native</b> <b>C-White</b>



# MEMORANDUM

The City of  
**OKLAHOMA CITY**  
Police Department

**TO:** Police Officer Applicant  
**FROM:** Police Recruiting Lieutenant  
**DATE:** April 25, 2014  
**SUBJECT:** Domestic Violence

“Domestic abuse” means any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor age sixteen (16) or seventeen (17) years against another adult, emancipated minor or minor child who are family or household members; and

“Family or household members” means spouses, ex-spouses, present spouses of ex-spouses, parents, children, persons otherwise related by blood or marriage, persons living in the same household or who formerly lived in the same household, or persons who are the biological parents of the same child, regardless of their marital status, or whether they have lived together at any time. This shall include the elderly and handicapped.

Any applicant that has any prior conviction (misdemeanor or felony) that may fit the above circumstances or is subject to a Victim Protection Order (VPO) or restraining order must immediately advise the recruiting officer of this situation. Any failure to advise the recruiting officer of such a circumstance may be grounds for immediate disqualification, withdrawal of any qualifying job offer, or termination of employment.

I \_\_\_\_\_ have read the above memorandum and fully understand its content and purpose. I have never been convicted of a simple assault on any family or household member, as defined above.

I further attest that I have never been the subject of a Victim Protection Order (VPO) or restraining order in any County or State.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**CONFIDENTIAL INFORMATION AGREEMENT FORM**

A thorough investigation will be conducted to determine your qualifications for the position of police officer. To a great extent, your employment will depend on information obtained from confidential interviews of persons with whom you have been associated. Such information is confidential: therefore, if you are not hired, the reason/reasons cannot be revealed to you, unless required by law.

**WAIVER OF PRIVACY RIGHTS**

I hereby authorize you to furnish officers of the Oklahoma City Police Department with any information concerning my reputation, education, and employment history, financial and credit status, physical and mental health. This information will be used to assist members of the Oklahoma City Police Department in determining my qualifications and suitability for the position of police officer.

I hereby release you from any liability or damage, which may result from furnishing the aforementioned information. Further, I hereby expressly waive and release any special right of access I may have under any statute or common law to the information you furnish about me to officers of the Oklahoma City Police Department.

A copy and/or faxed copy of this authorization shall be considered valid as the original.

I have read, fully understand and accept the conditions of the above agreement.

APPLICANT’S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESSED: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_, ss:

Before me, the undersigned Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

**RELEASE AND WAIVER**

I, \_\_\_\_\_, having made an application for the position of police officer for the City of Oklahoma City, hereby expressly admit and state as follows:

- (1) I have been fully advised of the essential job functions of a Police Officer for The City of Oklahoma City: and
- (2) I affirmatively state I can perform the requirements set forth in the job description: and
- (3) I understand that an overall degree of fitness is required to be a Police Officer: and
- (4) I have been advised of the nature of the exercises and I knowingly and voluntarily state I can safely perform the exercises and agree to participate in the physical exercises and assessment set forth herein: and
- (5) I, \_\_\_\_\_, do hereby, and in consideration of the City of Oklahoma City, Oklahoma having permitted me to participate in such exercises for the purposes of evaluating my ability to perform the job functions of a police officer, waive and release the Oklahoma City Police Department of the City of Oklahoma City, Oklahoma, and any and all agents, servants and/or employees thereof, from any and all claims whatsoever which may sustain as a result of participating in such exercises. I make this release for myself, my heirs, executors, and administrators and do hereby release the City of Oklahoma City, Oklahoma, and all its employees or agents from any or all liability for damages incurring as a result of these tests.

**(Below: Applicant writes in his own hand, "I certify that I have read the foregoing Waiver and Release and understand its provisions.")**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**THIS IS AN IMPORTANT LEGAL DOCUMENT, READ IT CAREFULLY BEFORE SIGNING**

**OKLAHOMA CITY POLICE DEPARTMENT  
APPLICANT PHYSICAL ASSERTION  
RELEASE, WAIVER AND HOLD HARMLESS**

I, the undersigned person, having made an application for the position of police officer for the City of Oklahoma City, hereby admit and state as follows:

1. I hereby freely and of my own free will and volition execute this document;
2. I have been fully advised of the essential job functions of a police officer for the City of Oklahoma City;
3. I affirmatively state I can perform the requirements set forth in the job description;
4. I understand that an overall degree of fitness is required to be a police officer;
5. I have been advised of the nature of the exercises and I knowingly and voluntarily state I can safely perform the exercises and agree to participate in the physical exercises, activities, practices and assessment or evaluations. If for any reason I cannot safely participate in any of these exercises, I will advise one of the training personnel;
6. I understand what will be physically required and possible dangers and hazards which may be presented by my participation in physical exercises, activities, practices and assessments and/or evaluations;
7. I also understand that while the exercises, activities, practices and assessments and/or evaluations are timed, it is my responsibility to determine the pace at which I can safely perform these physical activities. Further, I warrant and certify that I am in good physical condition and in consideration of my admission to this examination and in recognition of the possible danger to which I voluntarily subject myself by my participation in any and all of these physical activities, I hereby knowingly, freely, and voluntarily waive any right or cause of action, of any kind whatsoever, arising as a result of such activities;
8. In consideration of the City of Oklahoma City having permitted me to participate in physical exercises, activities, practices, and assessments and/or evaluations to become a police officer, I expressly agree that the Oklahoma City Police Department, the City of Oklahoma City, its officers, officials, agents and employees shall not under any circumstances be liable or responsible for any injury, damage, or loss to me or to any person making any claim by virtue of any relationship to me, directly or indirectly arising from or related in any manner to the physical exercise, activities, practices and assessment and/or examinations, equipment, personnel, premises, or acts of other participants. I further agree to hold the above-mentioned parties harmless and indemnify them against all forms of loss, all claims, demands or actions that may be brought by anyone on their own or my behalf arising out of my participation in the examination, including, but not limited to, equipment, personnel, premises, or acts of other participants.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Name: Printed

\_\_\_\_\_  
Witness Name: Printed

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witness Signature



**\*\*\*I UNDERSTAND THAT DECEPTION OR MISREPRESENTATION AT ANYTIME IS GROUNDS FOR REJECTION\*\*\***

**RECRUITING UNIT  
INITIAL INTERVIEW QUESTIONS**

**Answer all of the following questions. If it doesn't apply to you, put N/A.**

<b>Last Name</b>			<b>First Name</b>			<b>Known As</b>			
<b>Address</b>				<b>City, State, Zip Code</b>		<b>Contact Phone Number</b>			
<b>E-Mail Address</b>				<b>Driver's License #</b>		<b>State</b>		<b>Expiration Date</b>	
The City of Oklahoma City adheres to all EEOC laws. This info is for background investigation <b>ONLY.</b>				<b>Have you had a Driver's license in any other state?</b> Yes    No If yes, what state? _____    Year Possessed _____ DL Number _____					
Age	Race	M/F							
<b>1. Are you a citizen of the United States of America?</b>						Yes		No	
<b>2. Where were you born?</b>				City _____		State _____			
<b>3. Do you have a high school diploma?</b>						Yes		No	
<b>4. Do you have a GED?</b>						Yes		No	
<b>5. Do you have any college credited hours?</b>						Yes		No	
Total number of hours _____									
<b>Circle all that apply:</b>									
Associate's Degree    Bachelor's Degree    Master's Degree    Advanced Degree									
<b>6. Have you served in the military?</b>						Yes		No	
Branch of Service _____				Type of discharge _____					
Total years of <b>Active Duty</b> _____				Total years in <b>Reserve or National Guard</b> _____					
<b>7. Are you a City of Oklahoma City Employee?</b>						Yes		No	
If yes, where _____				How long? _____		PT/FT			
<b>8. Are you related, by blood or marriage, to a City of Oklahoma City employee?</b>						Yes		No	
If yes, name of employee: _____						Relation: _____			
<b>9. Do you have any tattoos?</b>						Yes		No	
If yes, are they visible while wearing a short sleeve shirt?						Yes		No	

<b>10. Have you <u>ever</u> stolen or taken <u>anything</u> from anyone without permission?</b>		Yes	No
Item taken-	Dollar value of item- \$		
Taken from?	Age at time of theft-		
What action, if any, was taken? (Legal or otherwise)			
Item taken-	Dollar value of item- \$		
Taken from?	Age at time of theft-		
What action, if any, was taken? (Legal or otherwise)			
Item taken-	Dollar value of item- \$		
Taken from?	Age at time of theft-		
What action, if any, was taken? (Legal or otherwise)			
<b>11. Have you ever been arrested for a traffic offense? (Not a citation only)</b>		Yes	No
<b>(If yes, complete the following. If not skip to question 15)</b>			
Charge # 1	Date-	Location-	
What action, if any was taken? (Legal or otherwise)			
Charge # 2	Date-	Location-	
What action, if any was taken? (Legal or otherwise)			
Charge # 3	Date-	Location-	
What action, if any was taken? (Legal or otherwise)			
<b>12. Has your driver's license ever been suspended or revoked?</b>		Yes	No
<b><u>First Occurrence</u></b>			
Charge-	Date-	Location: City_____ State_____	
Revoked or Suspended-		How long?	
<b><u>Second Occurrence</u></b>			
Charge-	Date-	Location: City_____ State_____	
Revoked or Suspended-		How long?	

<b>13. How many traffic citations have you received in the last five years?</b>		
<b>14. Have you ever driven under the influence of alcohol to the point an arrest could have been made?</b>	Yes	No
<b>If yes, how many times? _____</b>	<b>How many times in the last 24 months? _____</b>	
<b>15. Have you ever been arrested for DUI?</b>	Yes	No
Dates-		
<b>16. Other than driving, in the last 12 months, how many times have you been publicly intoxicated to the point an arrest could have been made?</b>	Yes	No
<b>Last time? _____</b>		
<b>17. Have you ever been taken into police custody?</b>	Yes	No
<b>(If yes, complete the following)</b>		
Charge-	Date-	Location-
What action, if any, was taken? (Legal or otherwise)		
Charge-	Date-	Location-
What action, if any, was taken? (Legal or otherwise)		
<b>18. Have you ever been the subject of a victim protection or restraining order?</b>	Yes	No
When? _____	Where? _____	
If yes, explain-		
<b>19. How many jobs have you had in the last 10 years?</b>		
<b>20. Have you ever resigned under pressure or unfavorable circumstances, or quit in order to avoid being fired?</b>	Yes	No
If yes, explain-		

<b>21. Have you applied with our agency or any other law enforcement agency within the last 5 years?</b> <div style="text-align: right;">             Yes      No  <b>(If yes, complete the following)</b> </div>		
Agency-	Date-	Results-
Agency-	Date-	Results-
Agency-	Date-	Results-

**Use complete sentences to answer questions 22, 23 and 24.**

<b>22. In your own opinion, what is the most positive thing about you?</b>    
<b>23. In your own opinion, what is the most negative thing about you?</b>    
<b>24. Why do you want to become an Oklahoma City Police Officer?</b>      

**\*\*\*I UNDERSTAND THAT DECEPTION OR MISREPRESENTATION AT ANYTIME IS GROUNDS FOR REJECTION\*\*\***

Signature\_\_\_\_\_Date\_\_\_\_\_



# Oklahoma City Police Department Drug Screening Questionnaire



Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ SSN: \_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

You will take a pre-employment polygraph. Any material FALSIFICATION of this form when compared to the polygraph will result in disqualification. Your admissions may not disqualify you, however misrepresentation will. Please ask questions if you do not understand a question or if you are unsure how to answer before you sign this form.

Please complete the following drug usage form. Answer each category. Have you ever experimented with any of the following:

	Yes	No	Total number of times used	Your age when last used	Date when you last used
1. Marijuana (grass, weed, ganja)					
2. Crack					
3. Cocaine					
4. Crack					
5. Heroin					
6. Amphetamines (speed, white cross, black beauty, etc.)					
7. Methamphetamines (meth, ice, crank, crystal, etc.)					
8. Fentanyl					
9. THC (Tetrahydrocannabinol)					
10. Barbiturates					
11. LSD (acid)					
12. Designer Drugs (MDMA, Ecstasy, etc.)					
13. PCP (angel dust, Sherm, water)					
14. Other Hallucinogens (mushrooms, mescaline, peyote, etc.)					
15. Hashish					
16. Morphine					
17. Opium					
18. Methadone					
19. Anabolic Steroids					
20. Inhaled Solvents (Huffing)					
21. Dilaudid					
22. Codeine					
23. Amyl Nitrate (Amyl, Butyl or Isobutyl Nitrite, Nitrates, Poppers)					
24. Prescription Drugs not prescribed to you					
25. Others: Indicate					



## Oklahoma City Police Department Drug Screening Questionnaire



26.	Have you ever sold or traded drugs?	Yes	No
27.	Have you ever supplied or given illegal drugs to anyone?	Yes	No
28.	Have you ever manufactured an illegal drug or been in the presence of anyone manufacturing an illegal drug?	Yes	No
29.	Have you ever been arrested for a drug related incident?	Yes	No
30.	Have you lived with anyone who used, sold, traded or distributed illegal drugs?	Yes	No

IF you answered "YES" to any of the above, please provide more detailed information such as including dates/years, circumstances, amounts, cash/street value, law enforcement capacity and any other information that you have. You may use additional sheets if necessary.

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Please Read Carefully:

I hereby certify that there are no material misrepresentations or falsifications of the above answers to questions. Should any part of my background investigation disclose such material misrepresentations or falsifications, I understand that my application will be rejected and I will be disqualified from any position in the service of the Oklahoma City Police Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Oklahoma City Police Department  
Is An Equal Employment Opportunity Employer

### Administrative Use Only

Receiving Signature	Applicant Number	Date Received	Process	Disqualify	Initial
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