

# LACONIA POLICE DEPARTMENT SWORN TESTING PROCESS

As an applicant to the LACONIA Police Department, you will be asked to participate in a series of different phases in the hiring process. The entire process can last up to (1) year. If you fail any of these phases, there are no retests offered.

**All applicants can expect to receive letters apprising them of the status of the testing process.**

*Phase I.*     **Written Test** — All non-certified police officer applicants interested in employment with the Laconia Police Department shall be required to participate in a written examination through Great Bay Community College. The examination will be administered by the Great Bay Community College Police Testing Alliance. Certified full-time police officers may be relieved of the requirement to take the written examination at the discretion of the Chief of Police.

**Physical Agility** — The test is based on Dr. Cooper's Test Battery. The percentile used for determining if a candidate is eligible to proceed further in the process is determined by sex and age. The test will include push-ups, sit-ups and a 1.5-mile run.

*Candidates not achieving a passing score on any component of the Phase I testing process will be informed immediately that they are ineligible to proceed further in the process and may re-apply for future openings.*

**Oral Board Interview** — The oral board consists of three (3) full time members of the department. A series of questions will be asked of the candidate.

*Phase II:*     **Background Investigation** — The background is the fourth step in the selection process. The candidate will be asked to fill out an extensive personal history statement, which will be used by an investigator in the background check. The candidate will be fingerprinted and photographed. The background investigation is used to qualify credentials; educational references; military records; prior employment; social and character references; financial references; motor vehicle history; criminal history; neighborhood check and interview with the candidate's significant other.

**Administrative Review** — The successful candidate will be interviewed by administrators of the department.

**Conditional Offer of Employment** — At this point in the process, candidates who have successfully completed the previous steps will be provided a written Conditional Offer of Employment. Candidates must meet all of the conditions indicated on the form to be eligible for appointment as a probationary member.

**Polygraph Examination** — Candidates will be given a polygraph examination by a trained polygraph examiner. A standardized question booklet is reviewed during the pre-test interview on the examination date with the candidate.

*The areas covered during the polygraph examination include truthfulness, prior criminal activity, and motor vehicle driving history.*

*Candidates are not denied probationary employment status based solely on the polygraph examination.*

**Psychological Testing** — Candidates will be asked to fill out the written portion of the psychological test. These written tests will then be sent to Psychotherapy Associates for analysis.

*If the candidate successfully passes this written phase they will be scheduled for a personal interview with the psychologist.*

**Physical Examination** — The candidate will be scheduled for a physical examination with the Laconia Police Department's physician of choice at the department's expense. The candidate will be given a copy of the medical form required for entrance into the Academy. The candidate will be asked to submit to a drug test, a vision test, a hearing test and a baseline lead blood test.

**Offer of Probationary Status for One Year** — A administrative review will be conducted with the Chief of Police and Administrative Officers to determine if all aspects of the hiring process were successfully completed. A recommendation may then be made to the Police Commission for the candidate's appointment as a probationary member.

If a candidate fails any portion of Phase II, the candidate will receive a letter informing them that we cannot offer them a position, but that they may apply for any position after three (3) years.