



## **MINIMUM QUALIFICATIONS & HIRING PROCESS OF ARKANSAS STATE TROOPER APPLICANTS**

### **APPLICATION:**

To apply for a Trooper position with the Arkansas State Police, an Initial Contact Form must be completed, correctly in its entirety, and sent to the Administrative Services Division, Recruiting Section.

Initial Contact Forms can be obtained from the above address or any State Police Headquarters.

### **MINIMUM QUALIFICATIONS:**

- a) Must be at least 21 years of age.
- b) Must be a citizen of the United States.
- c) Must hold current, valid driver's license.
- d) Must have a high school diploma, G.E.D., or equivalent.
- e) Must not have been convicted of any felony.
- f) Must not have been convicted of any misdemeanor crime of domestic violence.
- g) Visual acuity requirement: An applicant's vision must ensure the ability to essentially perform the job functions of a state trooper. He/she must have binocular vision with normal color vision and depth perception. Peripheral vision of 140 degrees is required with a minimum visual acuity of 20/100 uncorrected, corrected to 20/20 in each eye.
- h) Tattoos shall not be visible while in ASP uniform.
- i) Must be able to make a passing grade on the initial screening examination.

- j) Must be able to pass departmental physical, psychological and polygraph examinations.
- k) Male applicants must have registered with the Selective Service System or otherwise be exempt from such registration. You may obtain your Selective Service number by calling 847-688-6888.

### **EXAMINATIONS:**

Each applicant is required to complete and successfully pass the following examinations:

- a) Physical Assessment Test
- b) Written examination
- c) Polygraph
- d) Oral Interview
- e) Medical with a doctor
- f) Psychological with a doctor

### **BACKGROUND INVESTIGATION:**

Upon successfully passing the Physical Assessment Test, written examination and polygraph, the applicant will be required to complete a questionnaire concerning his/her background. This questionnaire will be used to conduct an intense and exhaustive background investigation of the applicant concerning financial responsibility, past and present work performance, education and training evaluation, personal and family reputation and ability to relate with people, whether personally or professionally.

The completed background investigation will be reviewed for quality control and each applicant's background will be presented to the State Police Commission for eligibility approval.

### **DUTIES AND RESPONSIBILITIES:**

Troopers will be responsible to their immediate supervisor, and through him, to their Troop or Division Commanders for enforcing all statutes, laws and regulations for which the Arkansas State Police is responsible. Troopers will also be responsible for maintaining law and order, protecting lives, patrolling their assigned station, controlling traffic, being alert regarding any suspicious person or circumstances, appearing in court as directed and performing related duties as assigned.

## **TRAINING:**

The department requires each of its officers to attend a training school organized and run by the Arkansas State Police. The curriculum consists of, but is not limited to: Administration; Crash Investigation and Enforcement; Patrol Car Operations; Police Techniques and Procedures; Investigations; Criminal Law; Evidence and Procedure; Motor Vehicle Laws; Firearms; Officer Safety; First Aid and Human Diversity.

A minimum grade point average of 70% must be maintained and each applicant must qualify on the firing range before graduating from recruit school.

## **ASSIGNMENT:**

The assignments to various Divisions, Troops and Sections in the state are made by the Director with input from the Division Commanders. Each Trooper must be willing to accept assignment in any part of the state as directed.

## **PROBATIONARY PERIOD:**

All Troopers employed by the Arkansas State Police will serve an eighteen months probationary period. During this time if for any reason the department feels that the trooper is not and will not become a competent trooper, the individual may be discharged without recourse.

After an eighteen months probationary period, Troopers will be dismissed only for cause and appeal procedures are available to the Arkansas State Police Commission, the Circuit Court of Pulaski County and the Arkansas Supreme Court.

## **WORKING CONDITIONS:**

Troopers will be required to work night or day depending on their assignment. They will work five days a week, eight hours a day. Troopers are granted two days off per week provided there is no special occasion for them to work.

**VACATIONS:**

After the completion of one month continuous service, each member is eligible for vacation leave with pay. Vacation leave is accrued at a rate according to the formula given below.

<i>NUMBER YEARS SERVICE</i>	<i>MONTHLY ACCRUAL</i>
Through 3 years	1 Day (8 hours)
4 through 5 years	1 Day 2 Hours (10 hours)
6 through 12 years	1 Day 4 Hours (12 hours)
13 through 20 years	1 Day 6 Hours (14 hours)
Over 20 years	1 Day 7 Hours (15 hours)

**SICK LEAVE:**

All regular full-time employees are eligible for sick leave after one month of continuous service. Sick leave accrues at a rate according to the formula given below and computed at the end of each month of service.

<i>ANNUAL ACCRUAL</i>	<i>MAXIMUM ACCRUAL</i>
12 days	120 days

**SALARY:**

\$36,000 (upon completion of troop school)

**BENEFITS**

Health Insurance for employee & family paid by state  
 Certificate pay up to \$1,200 annually (at the Director's discretion)  
 Retirement contributions paid by state  
 Uniforms and equipment furnished  
 Career Service pay after 10 years of state service  
 Opportunities for overtime duty

**RETIREMENT:**

Troopers employed with the Arkansas State Police are members of the Arkansas State Police Retirement System, which is non-contributory.

## **WRITTEN TEST**

The written examination is a test designed by the Aon Consulting Company. It is called the Protection Services Selection Battery Exam. It consists of three (3) parts. All parts of the test are to be completed under time.

The first part is Following Policies and Procedures. This is a test of your ability to read and apply organizational policies and procedures. Each policy is followed by a series of questions that must be answered using the guidelines presented in the policy. There are 20 questions, and you have 25 minutes to complete the test.

The second part is Work and School Experiences. In this section of the examination, you will be asked about your experience at work or school. There are 35 questions in this section, and you have a maximum of 20 minutes to complete this section of the test.

The third part is Survey of Life Experiences. This portion of the examination contains 165 statements. They are all true and false questions. You must choose the best answer that describes your background, opinion, or feeling. There is no time limit on this portion of the examination.

## **Other Important Notes**

1. Late candidates cannot be admitted, so arrive early to avoid disappointment.
2. You must bring a photo ID and Social Security Card.
3. You must bring a recent copy of a doctor note (6 months or less from date of test) stating that you are physically fit to participate in the Physical Assessment Test (PAT).
4. It can take over two weeks to compile test scores. You will be notified of your status (pass/fail) by mail. Please do not call the personnel or recruiting section inquiring about the test results.

## **Physical Fitness Assessment Test Battery**

### *Maximum sit-ups in one minute*

This event measures the muscular endurance of the abdominal muscles. The candidate will lie on their back with the knees bent at a 90% angle and the heels on the mat or ground. The feet may be together or apart, but the heels must stay

in contact with the mat or ground. The feet may be held but not kneeled on. The fingers must at all times be behind the head or on the side of the head. Do not arch the back or lift the buttocks. A repetition is counted after the shoulders touch the mat or ground and the candidate then touches the knees with the elbows. All resting will be done in the “up” position. Minimum number needed to pass is 25.

### *Maximum push-ups in one minute*

This event measures endurance of the upper body muscles in the shoulders, chest and arms. Hands should be placed approximately shoulder width apart. Feet may be together or up to twelve inches apart. Your body must remain in a straight line from the shoulders to the ankles throughout the exercise. A repetition is counted when the body is lowered to approximately four inches from the ground (the size of an average fist) and then returned to a “locked out” elbows position with the back straight. All resting will be done in the “up” position. Minimum number needed to pass is 19.

### *Standing vertical jump*

This event measures the explosive power of the lower body using the leg and buttock muscles. The person being tested will stand next to a wall or vertical bar with either arm extended and touch the wall or vertical bar as high as possible. This first touch will be the start mark. The candidate will have three attempts to jump with no more than one step, with extended arm/hand and increase his height. Minimum height needed to pass is 14 inches.

### *300 meter run*

This event measures anaerobic power (sprint power) of the candidate. This will be a timed run with a group. Maximum time is 75.3 seconds.

### *1.5 mile run*

This event is a measure of cardiovascular endurance or aerobic power and also measures the endurance of the leg muscles. This will be a timed run with a group and there is a maximum time needed to pass. Maximum time is 16.55 min/sec.

Each applicant must successfully complete each of the five tasks in order to continue in the selection process.

If you would like to schedule a practice Physical Assessment Test to determine if you can meet the standards, please call Sgt. Alex Finger at (501) 618-8712 or (800) 340-4255 to schedule an appointment.

## **POLYGRAPH EXAMINATION**

Each applicant is also required to pass a pre-employment polygraph examination. All applicants are given a polygraph questionnaire. All questions that are applicable must be answered. Questions that are not applicable must be noted in such a way that the question had been read, but does not apply. The polygraph questionnaire must be completed by the applicant in their own handwriting and must be legible.

*The booklet contains the following sections:*

- a) Personal Data
- b) Employment Information
- c) Driving History
- d) Financial History
- e) Use of Alcohol
- f) Marijuana and Drug Usage
- g) Criminal Activity
- h) Military Service
- i) Theft of Money
- j) Theft of Merchandise
- k) Subversive or Revolutionary Activity
- l) Conduct as a Law Enforcement Officer
- m) Conduct as a Corrections Officer

All of the questions in this questionnaire must be complete, and correct. An incomplete questionnaire will not be accepted and would disqualify the applicants for further consideration as an Arkansas State Trooper.

## **BACKGROUND**

A thorough background will be conducted on each applicant.

## **ORAL INTERVIEW WITH COMMITTEE**

The Oral Interview Board is made up of Captains, Lieutenants and Sergeants. This interview is to determine Interpersonal Skills, Communication Skills, Decision Making Skills, and Personal Attributes.

## **ORAL INTERVIEW WITH ADMINISTRATIVE SERVICES DIVISION COMMANDER**

This is a one on one interview with the division commander to determine your suitability to become a trooper.

## **ORAL INTERVIEW WITH DIRECTOR**

The Director conducts this interview.

Topics of discussion are, but not limited to:

- Life experiences
- Previous Law Enforcement experience
- Ability and willingness to relocate
- Reason for applying with the Arkansas State Police
- What they have to offer this Department

## **COMMISSION APPROVAL FOR ELIGIBILITY LIST**

The Director will present a list of candidates to the Commissioners for approval.

## **MEDICAL EXAM WITH A DOCTOR**

The medical exam with a doctor is a thorough exam of the individual to see if the applicant would be able to handle the rigorous duties of an Arkansas State Trooper. The exam would consist of the normal physical of checking the applicants' vision, hearing, blood pressure, and heart rate, etc.

## **PSYCHOLOGICAL EXAM WITH A DOCTOR**

All applicants must be evaluated by a Clinical Psychologist to determine their emotional stability. No person shall be eligible for certification if they have any condition listed in the Diagnostic and Statistical Manual III (DSMIII) of the American Psychiatric Association, which would limit the police officer's ability to cope with the stress of modern day police work.

## **PHYSICAL ASSESSMENT TEST**

All applicants must again successfully pass all segments of the P.A.T. just prior to accepting a position of Trooper with the Arkansas State Police.